

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT ADMINISTRATION

WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM, NORTH CENTRAL REGION

PROCEDURE FOR LISTING DATA AND ESTABLISHING FARM ACREAGE ALLOTMENTS, PRODUCTIVITY, AND YIELDS**GENERAL INSTRUCTIONS**

The listing sheets for the 1939 Agricultural Conservation Program in the North Central Region consist of Part I, NCR-309; Part II, NCR-309a; Part III, NCR-309b; and Part IV, NCR-309c. Part I provides for the listing of data for total soil-depleting crops, for corn in counties in the commercial corn-producing area, and for the approved soil-depleting acreage allotments and yields for other special soil-depleting crops. Part II is for the listing of data for potatoes in commercial potato counties. Part III is for the listing of data for tobacco in counties having tobacco acreage allotments. Part IV is for the listing of data for cotton in counties having cotton acreage allotments. In counties having restoration land goals, the data for restoration land will be listed on Part I in accordance with the instructions set forth in NCR-310-RL.

All entries must be made in jet black ink, in order that the 1939 listing sheets may be duplicated in the State office by mechanical process. Other colors of ink, including blue-black, and pencil are not satisfactory for the duplicating process and must not be used except as specifically instructed.

The data to be used in establishing the 1939 farm acreage allotments will be taken from forms NCR-209 (Parts I, II, and III), NCR-217, and NCR-220. **Before beginning to list on the 1939 listing sheets, it is important that all forms NCR-203, NCR-209, NCR-211, and NCR-217, be corrected, if errors in cropland, soil-depleting history, corn history, and other data appear thereon.**

It also will be necessary before the listing of data on the 1939 listing sheet, Part I, to prepare corrected forms NCR-203, NCR-211, and NCR-217 for (a) all 1939 farms, the identity of which differs from that in 1938, which were corrected to the 1939 identity on NCR-209b in the determination of the 1939 wheat acreage allotments and (b) all other 1939 farms, the identity of which differs from that in 1938, **which are made known to the county committee before the data for such farms are listed**, by transferring the data from the respective forms executed for the 1938 farms or parts thereof to new forms NCR-203, NCR-211, and NCR-217. The data for all

such farms will then be listed on a supplementary listing sheet, NCR-209, Part I, on the basis of the 1939 farm identity in accordance with the following instructions:

The procedure to be followed for executing supplemental forms NCR-209, Part I, for ACP-68 farms which were **properly** combined as farming units and **NCR-203 farms**, the identity of which will not remain the same during the 1939 crop year, is as follows:

Prepare listing sheets for such farms by labelling forms NCR-209, Part I, "Supplemental Listing Sheets for 1939 Farm Data-I."

1. Enter in red in columns (1) to (4), inclusive, columns (8), (10), (11), (16), (22), (24), (26), (27), and (33), on such supplemental listing sheets for 1939 farm data, the data listed for the 1938 farm as identified in the original listing on NCR-209, Part I.
2. Enter in red in column (12) for each such 1938 farm a ratio rounded to three decimal places obtained by dividing the total soil-depleting acreage history for the farm in column (11) by the acreage of cropland for the 1938 farm entered in column (4).
3. Enter in red in column (28) for each 1938 farm a ratio rounded to three decimal places obtained by dividing the corn acreage history entered in column (27) by the acreage of cropland for the 1938 farm in column (4).
4. Enter in black in columns (1), (2), (3), (4), and (16), on consecutive lines immediately below the entries in red the applicable data for the 1939 farms as obtained from revised forms NCR-203 and NCR-211. The entry in column (16) shall be determined in accordance with the instructions in NCR-210 for the execution of columns (12) to (16), inclusive, if the correction involves only a regrouping of the fields on the original NCR-203, and in accordance with the instructions in NCR-210 for the execution of columns (14) to (16), inclusive, if the correction involves a reexecution of form NCR-203 for the farm. The farm number for farms listed on supplemental listing sheets for 1939 farm data and for which a farm number was not assigned in establishing a 1939 wheat acreage allotment will be the next consecutive number available.
5. Enter in black in column (11) for each 1939 farm the crop acreage history for the farm, rounded to one decimal place, derived by multiplying the acreage of cropland for the 1939 farm in column (4) by the ratio for the applicable 1938 farm entered in red in column (12).
6. Enter in black in column (27) for each 1939 farm the corn acreage history for the farm rounded to one decimal place, derived by multiplying the acreage of cropland for the 1939 farm in column (4) by the ratio for the applicable 1938 farm entered in red in column (28).

The procedure to be followed for executing supplemental forms NCR-209, Part I, for the separate parts of the **improperly** combined

ACP-68 farms, the identity of which will not remain the same during the 1939 crop year, is as follows:

Prepare separate listing sheets by labeling forms NCR-209, Part I, "Supplemental Listing Sheets for 1939 Farm Data-II."

Enter in black on consecutive lines the data for each 1939 farm which was combined under an ACP-68 as a 1938 farm. Such data will be obtained from the revised forms NCR-203 and NCR-211 and will be entered in the applicable columns in accordance with the instructions as set forth in NCR-210 Preliminary, as Amended, Part I. The farm number for farms listed on such supplemental listing sheets for 1939 farm data and for which a farm number was not assigned in establishing a 1939 wheat acreage allotment will be the next consecutive number available.

Delete the entries on the original forms NCR-209, Part I, or on the supplemental listing sheets (i. e., for changed farms and corrected farms), as the case may be, for each farm listed in red on "Supplemental Listing Sheets for 1939 Farm Data-I" and for each 1938 farm the parts of which are listed on "Supplemental Listing Sheets for 1939 Farm Data-II."

Data for farms which have been deleted from the original listing sheets will be obtained from changed and corrected farms listing sheets, unless also deleted from such listing sheets, in which case such data will be obtained from supplemental listing sheets for 1939 Farm Data I and II.

Instructions for determining acreage allotments for other farms for which the identity is determined to have changed after the listing has been made will be issued at a later date.

All farms shall be listed by minor civil divisions in two separate groups as follows:

1. 1938 Participating Group.—List in numerical sequence the data for farms for which an NCR-220 has been or will be executed.
2. 1938 Nonparticipating Group.—List in numerical sequence the data for farms for which an NCR-220 will not be executed.

NOTE.—Leave at least 10 lines between the two groups.

Except as otherwise specified in this procedure, the entries in all columns shall be rounded to one decimal place and all factors used will be rounded to four decimal places. In all cases involving decimals the results of computations shall be carried to one decimal place beyond the number of decimal places required in the result and rounded back one place to the required number of decimal places. In rounding, digits of five or less shall be dropped and digits of six or more shall be counted as one and added to the figure in the next decimal place to the left.

For counties in the wind erosion area, committees will establish restoration land goals for the farms in accordance with the instructions set forth in Part I, Section III, before proceeding with the establishment of the total soil-depleting acreage allotments and corn acreage allotments, after which the following procedure will apply as in other counties.

PART I. 1939 LISTING SHEET, PART I

SECTION I.—TOTAL SOIL-DEPLETING ACREAGE ALLOTMENTS AND PRODUCTIVITY INDEXES

A.—Instructions for Determining Total Soil-Depleting Acreage Allotments, Columns (1) to (17), Inclusive:

Column 1.—Enter the farm number which is obtained from NCR-209, column (1).

Column 2.—Enter the name of the title owner(s) which is obtained from NCR-209, column (2).

Column 3.—This column is for the convenience of the county committee and may be used when the information is available.

Column 4.—Enter the total number of acres in the farm which is obtained from NCR-209, column (3).

Column 5.—Enter the number of acres of cropland which is obtained from NCR-209, column (4).

Column 6.—This column will be used in making later corrections in cropland acreage. In the wind erosion area, this column will also be used as set forth in the instructions in Part I, Section III.

Column 7.—Enter the total soil-depleting acreage for 1938. For farms participating in the 1938 program, this entry will be obtained from NCR-220, Section II, item 17, column (h). When the total soil-depleting acreage entry for 1938 on form NCR-220 does not agree with the measured data entered in form NCR-217, the correct entry shall be determined upon the basis of the entry on NCR-217. For farms not measured in 1938, and for farms for which an NCR-220 is not executed at this time, this entry will be obtained from NCR-217, Section II. In case this information is not available, enter a dash in this column.

Column 8.—Enter the 1936-37 average total acreage of soil-depleting crops. This entry will be taken from NCR-209, column (11). Even if the entry in column (11) was stricken, transfer such stricken entry. If the entry in column (8), made in accordance with these instructions, exceeds the entry in column (5) or the corrected entry of cropland in column (6), the entry in column (8) shall be stricken and the correct acreage of cropland entered above such stricken entry.

The county committee shall review the entries in column (8) and determine if any entry in such column does not reflect the acreage that would normally be devoted to soil-depleting crops on the farm. Such determination shall be based upon and confined to the following:

1. The failure in 1936 or 1937, or both, to plant a substantial part of the usual acreage of soil-depleting crops on the farm due to:
 - a. Crop rotation practices on the farming unit of which the farm was a part;
 - b. Crop rotation practices no longer typical of the farm because of a change in operator or ownership of the farm;
 - c. The fact that part of the 1938 cropland on the farm was devoted to other than cropland uses;
 - d. Extreme drought or flood.

2. A substantial excess in 1936 or 1937, or both, over the usual acreage of soil-depleting crops on the farm due to:
 - a. Crop rotation practices on the farming unit of which the farm was a part;
 - b. Crop rotation practices no longer typical of the farm because of a change in operator or ownership of the farm;
 - c. The fact that part of the 1938 noncropland on the farm was devoted to cropland uses in 1936 or 1937, or both.
 - d. Extreme drought or flood.
3. The fact that the information for 1936-37 is withheld.

If the county committee determines that for one or more of the preceding reasons the entries in column (8) do not reflect the acreage that would normally be devoted to soil-depleting crops, the entry in column (8) shall be stricken through but not erased.

Column 9.—In the event that the entry in column (8) is stricken, enter in column (9) the adjusted soil-depleting history for the farm. In determining the adjusted soil-depleting history for the farm, the county committee shall take into consideration the usual soil-depleting history for other farms in the community which are comparable with respect to tillable acreage, type of soil, crop rotation practices, and topography. This adjusted soil-depleting history shall be subject to the following limitations:

1. a. Compute the county ratio of soil-depleting crops to cropland by dividing the county total of column (8) (including stricken entries) by the total cropland for the county and enter the result in the box at the head of column (9).
- b. Compute an indicated soil-depleting history for the farm by multiplying the cropland for the farm by the ratio computed in 1-a above.
2. If the stricken history for the farm is greater than the indicated soil-depleting history as determined in 1-b above, the adjusted history shall not be less than such indicated history nor greater than the stricken entry in column (8).
3. If the stricken history for the farm is less than the indicated soil-depleting history as determined in 1-b above, the adjusted history shall not be greater than such indicated history nor less than the stricken entry in column (8).
4. In the event that the 1936-37 history is withheld, enter in column (9) the indicated soil-depleting history as determined in 1-b above.

Column 10.—Except as otherwise provided in NCR-310, Part I, Section III, enter the NCR-203 indicated total soil-depleting acreage which is obtained from NCR-209, column (16). In case the NCR-203 has been executed in error, it shall be corrected and the entry in NCR-209, column (16), shall be redetermined on the basis of the corrected NCR-203 before the transfer is made to NCR-309, column (10).

Column 11.—Enter in column (11) the average of the entries in columns (8) and (10), except that: (a) if the entry in column (8)

has been stricken, the entry for column (11) shall be the average of the entries in columns (9) and (10); (b) if the entry in column (8) is zero, the entry in column (11) shall be zero.

Column 12.—Enter the 1939 indicated total soil-depleting acreage allotment which is obtained as follows (except as otherwise provided in NCR-310, Part IV, for counties having cotton acreage allotments):

1. Derive a factor by dividing the total soil-depleting acreage allotment for the county by the county total of column (11) and enter the result in the box at the head of column (12).
2. Multiply each entry in column (11) by the factor entered in the box at the head of column (12) and enter the result in column (12).

Column 13.—Enter the community committee recommended 1939 total soil-depleting acreage allotment. This entry will in most instances agree with the entry in column (12). However, the entry in column (13) may deviate from the entry in column (12) when it is determined by the community committee, upon review of all factors which have been taken into consideration in deriving the entries in column (12), that such change is merited. However, reasons for such change must be recorded and placed in the 1939 file for the farm and shall be limited to the following:

1. For farms for which one or more unusually large special soil-depleting acreage allotments are established, the total soil-depleting acreage allotment should be adjusted downward to compensate for the greater amount of diversion represented by such special soil-depleting allotments.
2. For farms for which the entry in column (13) is greater than the entry in column (8) or (9), as the case may be, and does not represent the acreage which the farm may reasonably be expected to utilize for soil-depleting crops in 1939, the committee shall recommend in column (14) the acreage which may reasonably be expected to be so utilized. In most instances such acreage should not be less than 100 percent of the entry in column (8) or (9).
3. If the committee determines that improper weight was given to the factors considered in establishing the soil-depleting acreage allotment entered in column (12) for the farm, the entry in column (13) may deviate from the entry in column (12) provided that such factors are described in the reasons for such deviation.

Column 14.—Enter the county committee recommended 1939 total soil-depleting acreage allotment. The county committee will check the work of the community committees and satisfy itself that proper consideration was given by the community committees to the instructions set forth for the determination of the entries in column (13). The entry in column (14) may, in instances determined by the county committee, deviate from the entry in column (13) when, after careful consideration, it is determined by the county committee that such change is justified. Reasons for deviating from the entry in columns (12) or (13), as the case may be, must be recorded and placed in the 1939 file for the farm.

Column 15.—Enter the county committee adjusted 1939 total soil-depleting acreage allotment which is obtained as follows:

1. Derive a factor by dividing the total soil-depleting acreage allotment for the county by the county total of column (14) and enter the result in the box at the head of column (15).
2. Multiply each entry in column (14) by the factor entered in the box at the head of column (15) and enter the result in column (15).

Column 16.—This column will be used by the county committee as follows:

1. If the entry in column (15) is less than the total of all special soil-depleting acreage allotments for the farm, the entry in column (16) shall be the total of all special soil-depleting crops on the farm; provided that,
If such total of the special soil-depleting crops exceeds 85 percent of the cropland on the farm, the county committee shall adjust the special soil-depleting acreage allotments so that the total of such special allotments does not exceed 85 percent of the cropland.
2. If the entry in column (15) is greater than 85 percent of the cropland on the farm, enter in column (16) the result obtained by multiplying the cropland on the farm by 0.85; except that in counties having restoration land goals, if the entry in column (15) is greater than either
 - a. 85 percent of the cropland plus restoration land on the farm, or
 - b. The cropland entry in item (6),
 the entry in column (16) will be the smaller of such items.

No other entries will be made in column (16) in the county office.

Column 17.—This column is reserved for use by the State committee.

B.—Instructions for Determining Productivity Indexes, Columns (18) to (23), Inclusive:

Column 18.—Enter the 1938 county committee recommended productivity index for the farm, which is obtained from form NCR-209, column (57). If this farm is not identical with the 1938 farm, enter a dash in this column.

Column 19.—Enter the community committee recommended 1939 productivity index for the farm. This entry shall be the same as the entry in column (18) except, when it is determined by the community committee that the 1938 productivity index does not correctly reflect the present productivity of the farm, or when the 1939 identity is not the same as in 1938. If, upon reviewing the 1938 productivity index, the community committee finds that such index is inequitable, an equitable productivity index shall be established, in accordance with applicable instruction set forth in NCR-210, and entered in column (19).

Column 20.—Enter the county committee recommended 1939 productivity index for the farm. The county committee will carefully review the productivity indexes recommended by the community

committees and determine if such productivity indexes are equitable. The county committee also will check the work of the community committees and satisfy itself that proper consideration was given by the community committees to the instructions set forth for the determination of the entries in column (19).

Column 21.—The entries in this column will be made with pencil. Enter the result, rounded to a whole number, obtained by multiplying each entry in column (15) by the corresponding entry in column (20). Obtain minor civil division and county totals of column (21).

Column 22.—Enter the result, rounded to a whole number, obtained by multiplying each entry in column (20) by the minor civil division adjustment factor entered in the box at the head of column (22). Obtain minor civil division adjustment factors as follows:

1. a. The county committee will determine, by using as a guide the minor civil division check yields, minor civil division productivity indexes as determined under previous programs, soil maps, personal knowledge, and other related information, the minor civil division productivity indexes to be used when making adjustments in the individual productivity indexes in their respective minor civil divisions for 1939;
- b. Multiply the minor civil division productivity indexes derived in the preceding step by the respective minor civil division total of column (15) and obtain the county total of such extensions;
- c. Multiply the approved county productivity index by the county total of column (15);
- d. Compare the result obtained in the preceding step with the county total of the extensions obtained in step (b). If the county total of the extensions in step (b) is not the same as the result obtained in step (c), the county committee will make adjustments in the minor civil division productivity indexes, so that the sum of the extensions resulting from multiplying such minor civil division productivity indexes by the respective minor civil division totals of column (15) is the same as the result obtained in step (c).

This adjustment of minor civil division productivity indexes shall be accomplished by the use of a supplemental form supplied by the State committee.

2. After such adjusted minor civil division productivity indexes and extensions have been approved by the State committee, proceed as follows:

Divide each minor civil division adjusted extension obtained in step 1(d) by the respective minor civil division total of column (21). Enter the adjustment factor thus obtained in the box at the head of column (22) for the respective minor civil divisions.

Column 23.—This column is reserved for use by the State committee.

C.—Instructions for Entering the Approved 1939 Wheat Acreage Allotments and Normal Wheat Yields:

Enter in the space above the heading of columns (39) and (40) the word "Wheat."

Column 39.—Transfer the State committee approved 1939 wheat acreage allotment from NCR-209b to NCR-309, column (39) for each farm for which a 1939 wheat acreage allotment has been established.

Column 40.—Transfer the State committee approved 1939 wheat yield from NCR-209b to NCR-309, column (40) for each farm for which a 1939 wheat acreage allotment has been established.

SECTION II.—CORN ACREAGE ALLOTMENTS AND NORMAL CORN YIELDS

A.—Instructions for Determining Corn Acreage Allotments, Columns (24) to (32), Inclusive:

Corn acreage allotments will be determined in these columns for all farms in those counties which are designated as being in the commercial corn-producing area in 1939.

Column 24.—Enter the corn acreage on the farm in 1938. For farms participating in the 1938 program, this entry will be obtained from NCR-220, Section II, item 1, column (h). When the corn acreage entry for 1938 on form NCR-220 does not agree with the measured data entered in form NCR-217, the correct entry should be determined upon the basis of NCR-217. For farms not measured in 1938, and for farms for which an NCR-220 is not executed at this time, this entry will be obtained from NCR-217, Section II. In case this information is withheld, enter a dash in this column.

Column 25.—Enter the 1936-37 average corn acreage for the farm, which is obtained from NCR-209, column (27). Even if the entry in column (27) was stricken, transfer such stricken entry.

The county and community committees shall review the entries in column (25) and determine if any entry in such column does not reflect the acreage that would normally be devoted to corn on the farm. Such determination shall be based upon and confined to the following:

1. The failure in 1936 or 1937, or both, to plant a substantial part of the usual acreage of corn on the farm due to:
 - a. Crop rotation practices on the farming unit of which the farm was a part;
 - b. Crop rotation practices no longer typical of the farm because of a change in operator or ownership of the farm;
 - c. The fact that part of the 1938 cropland on the farm was devoted to other than cropland uses;
 - d. Extreme drought or flood;
 - e. The fact that part of the 1938 cropland on the farm was devoted to the production of sweet corn for canning under contract for 1936 or 1937, or both, and is not under similar contract in 1939.

- f. The fact that an unusually large acreage was planted to wheat in 1936 or 1937, and such high wheat acreage was stricken in computing the usual wheat acreage for the farm in determining the 1939 wheat acreage allotment.
- 2. A substantial excess in 1936 or 1937, or both, over the usual acreage of corn on the farm due to:
 - a. Crop rotation practices on the farming unit of which the farm was a part;
 - b. Crop rotation practices no longer typical of the farm because of a change in operator or ownership of the farm;
 - c. The fact that part of the 1938 noncropland on the farm was devoted to cropland uses in 1936 or 1937, or both;
 - d. Extreme drought or flood;
 - e. The fact that part of the cropland on the farm is under contract for the production of sweet corn for canning and popcorn in 1939 and was not under similar contract in 1936 or 1937, or both.
 - f. The fact that an unusually large acreage was planted to corn in 1936 or 1937 because of winter-killed wheat acreage and the abnormally low wheat acreage was stricken in computing the 1939 wheat acreage allotment.
- 3. The fact that information with respect to the corn acreage for 1936-37 is withheld.

If the county committee determines that for one or more of the preceding reasons the entries in column (25) do not reflect the acreage that would normally be devoted to corn, the entry in column (25) shall be stricken but not erased.

Column 26.—In the event that the entry in column (25) is stricken, the county committee shall enter in column (26) the adjusted corn history for the farm. (Important: In counties in which areas are designated, it will not be possible to execute column (26) until column (27) is executed in accordance with the instructions for such column.)

In determining the adjusted corn acreage history for the farm, the county committee shall take into consideration the usual corn history for other farms in the community which are comparable with respect to tillable acres, type of soil, crop rotation practices, and topography. The adjusted corn history shall be subject to the following limitations:

1. **Counties Within Which Designated Areas are Established:**
 - a. Compute the area ratio of corn to cropland by dividing the area total of column (25) (including stricken entries) by the total cropland for the area and enter the respective area ratios in the box at the head of column (26) opposite the appropriate area letters.
 - b. Compute an indicated corn history by multiplying the appropriate area ratio by the cropland for the farm.

2. Counties Within Which Designated Areas are not Established:

- a. Compute the county ratio of corn to cropland by dividing the county total of column (25) (including stricken entries) by the total cropland for the county and enter such county ratio in the head of column (26).
- b. Compute an indicated corn history by multiplying the county ratio by the cropland for the farm.
3. If the history for the farm is greater than the indicated corn history, the adjusted corn history shall not be less than such indicated history nor greater than the stricken entry in column (25).
4. If the history for the farm is less than the indicated corn history, the adjusted history shall not be greater than such indicated history nor less than the stricken entry in column (25).
5. In the event that the 1936-37 history is withheld, enter in column (26) the indicated corn history.

Column 27.—Enter in this column the applicable area designation as instructed below. This column will be used only in counties in which there are two or more distinct types of land with respect to the adaptation to the production of corn. In counties in which the county committee, with the approval of the State committee, determines that two or more different areas exist, the following instructions apply:

The division of the county into areas with respect to the adaptation of such areas to the production of corn will be determined as follows:

1. The county committee will indicate on an outline map of the county the approximate outline of the different areas in the county determined upon the basis of the different adaptation of the respective areas to the production of corn, by reference to soil survey or relief maps, where such maps are available, and other similar information available in the county office, and upon the basis of their general knowledge of the topographic features of the county.

Ordinarily, the county will not be divided into more than two such areas. The areas so determined will be designated "Area A," "Area B," etc.

2. The community committeemen will then be instructed to determine upon the basis of such outline map and their knowledge of the physical features of the several farms, which have to do with the adaptation to the production of corn, in which of such areas the respective farms lie. The farms which lie in a single area will be designated as "Area A" or "Area B," whichever is applicable. The county outline map will then be redrawn to show the outlines of the several areas to conform with the line of the bordering farms designated as lying within such areas.

The basis for the determination of the area in which the respective farms lie is the adaptation of the land in the farm to the production of corn and is not to be made upon the basis of the individual history

of the farm. Examples of the distinguishing characteristics of such areas are:

1. Overflow or river bottom lands as distinguished from uplands.
2. Hard lands in the western areas adapted to the production of wheat rather than corn, as distinguished from sandy lands more specially adapted to the production of corn rather than wheat.

Column 28.—Enter the NCR-203 indicated corn acreage allotment which is obtained as follows:

1. Instructions for Counties Within Which Designated Areas Have Been Established.

- a. Obtain the area and county totals of column (10) and column (25) (including stricken entries) for the farms in each area in the county as designated in column (27).
- b. Obtain the percentage that the corn acreage in each area is of the total corn acreage in the county by dividing each area total of column (25) by the county total of column (25).
- c. Multiply the county corn acreage allotment by each area percentage as obtained in the preceding step.
- d. Obtain area factors by dividing each result obtained in the preceding step by the respective area total of column (10) and enter each factor in the box at the head of column (28) opposite the appropriate area letter.
- e. Multiply each entry in column (10) by the applicable area factor obtained in the preceding step and enter the result in column (28).

2. Instructions for Counties Within Which Designated Areas Have Not Been Established.

- a. Obtain the county total of column (10).
- b. Obtain a factor by dividing the county corn acreage allotment by the county total of column (10) and enter such factor in the box at the head of column (28).
- c. Multiply each entry in column (10) by the factor which has been entered in the box at the head of column (28).

Column 29.—Enter in column (29) the average of the entries in columns (25) and (28) except that: (a) if the entry for column (25) has been stricken, the entry for column (29) shall be the average of the entries in columns (26) and (28); and (b) if the entry in column (25) is zero, the entry in column (29) shall be zero.

Column 30.—Enter the 1939 indicated corn acreage allotment for the farm. This entry will be obtained as follows:

1. Derive a factor by dividing the county corn acreage allotment by the county total of column (29) and enter the result in the box at the head of column (30).

2. Multiply each entry in column (29) by the factor entered in the box heading of column (30) and enter the result in column (30).

Column 31.—The county and community committees shall review all cases where the entry in column (30) is greater than the entry in column (25) or (26). If the committees determine that the entry in column (30) would not represent the corn acreage which the farm may reasonably be expected to utilize in 1939, the committees shall enter in column (31) their recommended corn acreage allotment for the farm. This recommended corn acreage allotment shall not be less than the entry in column (25) or (26) nor greater than the respective entry in column (30) for the farm. No other entries are to be made in column (31) at this time.

Column 32.—This column is reserved for use by the State committee.

B.—Instructions for Determining Normal Corn Yields, Columns (33) to (38), Inclusive:

Column 33.—Enter the 1938 normal corn yield for the farm which is obtained from NCR-209, column (40). If the 1939 farm is not identical with the 1938 farm, enter a dash in this column. For those counties which are in the commercial corn area for the first time in 1939, obtain a preliminary corn yield by multiplying the county corn check yield by the county committee recommended productivity index for the farm.

Column 34.—Enter the community committee recommended 1939 normal corn yield for the farm. This entry shall be the same as the entry in column (33), except when it is determined by the community committee that the 1938 normal corn yield is not applicable in 1939, or when the 1939 identity is not the same as in 1938. If, upon reviewing the 1938 normal corn yield, the community committee finds that such yield is inequitable, an equitable normal corn yield shall be established, in accordance with instructions contained in NCR-210, and entered in column (34).

Where reliable records of per acre yields of corn are available for a farm for the years 1929 to 1938 such information adjusted for trends and abnormal weather conditions will constitute the basis for the determination of the entry in column (34).

Column 35.—Enter the county committee recommended normal corn yield for the farm. The county committee will carefully review the normal corn yields recommended by the community committees in column (34). If it is determined that the normal corn yield recommended by the community committee for any farm in column (34) was not properly determined in accordance with applicable instructions, the county committee will determine the normal yield which would have been obtained if the instructions had been properly carried out, and will enter such adjusted normal corn yield for such farm in column (35). In all other instances, the entry in column (35) will be the same as that in column (34).

Column 36.—The entries in this column will be made with pencil. Enter the result, rounded to a whole number, obtained by multiplying each entry in column (30) by the corresponding entry in column

(35). Obtain minor civil division and county totals for the entries in column (36).

Column 37.—Enter the result obtained by multiplying each entry in column (35) by the adjustment factor which is entered in the box at the head of column (37). Obtain minor civil division adjustment factors as follows:

1. a. The county committee will determine, by using as a guide the minor civil division check yields as determined under previous programs, soil maps, personal knowledge, and other related information, the minor civil division corn yields to be used when making adjustments in the individual corn yields in their respective minor civil divisions for 1939.
- b. Multiply the minor civil division check yields derived in the preceding step by the respective minor civil division totals of column (30) and obtain the county total of such extension.
- c. Multiply the approved county corn check yield by the county total of column (30).
- d. Compare the result obtained in the preceding step with the county total of the extensions obtained in step (b). If the county total of the extensions in step (b) is not the same as the result obtained in step (c), the county committee will make adjustments in the minor civil division corn yields, so that the sum of the extensions resulting from multiplying such minor civil division corn yields by the respective minor civil division totals of column (30) is the same as the result obtained in step (c).
This adjustment of minor civil division corn yields shall be obtained by the use of a supplemental form supplied by the State committee.
2. After such adjusted minor civil division corn yields and extensions have been approved by the State committee, proceed as follows:

Divide each minor civil division adjusted extension obtained in step 1 (d) by the respective minor civil division total of column (36). Enter the adjustment factor thus obtained in the box at the head of column (37) for the respective minor civil divisions.

Column 38.—This column is reserved for use by the State committee.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL DIVISION

PROCEDURE FOR LISTING DATA AND ESTABLISHING
FARM ACREAGE ALLOTMENTS, PRODUCTIVITY, AND
YIELDS

REVISED GENERAL INSTRUCTIONS

The listing sheets for the 1939 Agricultural Conservation Program in the North Central Region consist of Part I, NCR-309; Part II, NCR-309a; Part III, NCR-309b; and Part IV, NCR-309c. Part I provides for the listing of data for total soil-depleting crops, for corn in counties in the commercial corn-producing area, and for the approved soil-depleting acreage allotments and yields for other special soil-depleting crops. Part II is for the listing of data for potatoes in commercial potato counties. Part III is for the listing of data for tobacco in counties having tobacco acreage allotments. Part IV is for the listing of data for cotton in counties having cotton acreage allotments. In counties having restoration land goals, the data for restoration land will be listed on Part I in accordance with the instructions set forth in NCR-310-RL.

All entries must be made in jet black ink, in order that the 1939 listing sheets may be duplicated in the State office by mechanical process. Other colors of ink, including blue-black, and pencil are not satisfactory for the duplicating process and must not be used except as specifically instructed.

The data to be used in establishing the 1939 farm acreage allotments will be taken from forms NCR-209 (Parts I, II, and III), NCR-217, and NCR-220. Before beginning to list on the 1939 listing sheets, it is important that all forms NCR-203, NCR-209, NCR-211, and NCR-217 be corrected, if errors in cropland, soil-depleting history, corn history, and other data appear thereon.

It also will be necessary before the listing of data on the 1939 listing sheet, Part I, to prepare corrected forms NCR-203, NCR-211, and NCR-217 for (a) each part of a 1938 farm which will comprise all or a part of a 1939 farm, the identity of which differs from that in 1938, which were changed from the 1938 identity on NCR-209b in the determination of the 1939 wheat acreage allotments and (b) each part of a 1938 farm which will comprise all or a part of a 1939 farm, the identity of which differs from that in 1938 which are made known to the county committee before the data for such farms are listed by transferring the data from the respective forms executed for the 1938 farm to new forms NCR-203, NCR-211, and NCR-217. The data for all such farms will then be listed on supplemental listing sheets, NCR-209, Part I, on the basis of each part of a 1938 farm which will comprise all or a part of a 1939 farm, the identity of which differs from that in 1938, in accordance with the following instructions:

The procedure to be followed for executing supplemental forms NCR-209, Part I, for ACP-68 farms which were properly combined as farming units and NCR-203 farms, the identity of which will not remain the same during the 1939 crop year, is as follows:

Prepare listing sheets for such farms by labeling forms NCR-209, Part I, "Supplemental Listing Sheets for 1939 Farm Data-I."

It will not be necessary to execute forms NCR-211 for farms or parts of farms listed on Supplemental Listing Sheets for 1939 Farm Data-I.

1. Enter in red in columns (1) to (4), inclusive; columns (8), (10), (11), (16), (22), (24), (26), (27), and (33), on such supplemental listing sheets for 1939 farm data-I, the data listed for the 1938 farm as identified in the original listing on NCR-209, Part I.
2. Enter in red in column (12) for each such 1938 farm a ratio rounded to three decimal places obtained by dividing the total soil-depleting acreage history for the farm in column (11) by the acreage of cropland for the 1938 farm entered in column (4).
3. Enter in red in column (28) for each 1938 farm a ratio rounded to three decimal places obtained by dividing the corn acreage history entered in column (27) by the acreage of cropland for the 1938 farm in column (4).

4. Enter in black in columns (1), (2), (3), (4), and (16), on consecutive lines immediately below the entries in red the applicable data for the 1939 farms or parts of farms as obtained from revised forms NCR-203. The entry in column (16) shall be determined in accordance with the instructions in NCR-210 for the execution of columns (14) to (16), inclusive. The farm number for farms or parts of farms listed on supplemental listing sheets for 1939 farm data-I and for which a farm number was not assigned in establishing a 1939 wheat acreage allotment will be the next consecutive number available.
5. Enter in black in column (11) for each 1939 farm or part of farm the crop acreage history for the farm, rounded to one decimal place, derived by multiplying the acreage of cropland for the 1939 farm or part of farm in column (4) by the ratio for the applicable 1938 farm entered in red in column (12).
6. Enter in black in column (27) for each 1939 farm or part of farm the corn acreage history for the farm, or part of farm, rounded to one decimal place, derived by multiplying the acreage of cropland for the 1939 farm, or part of farm, in column (4) by the ratio for the applicable 1938 farm entered in red in column (28).

The procedure to be followed for executing supplemental forms NCR-209, Part I, for the separate parts of the improperly combined ACP-68 farms, the identity of which will not remain the same during the 1939 crop year, is as follows:

Prepare separate listing sheets by labelling forms NCR-209, Part I, "Supplemental Listing Sheets for 1939 Farm Data-II."

Enter in black on consecutive lines the data for each 1939 farm, or part of farm, which was combined under an ACP-68 farm as a 1938 farm. Such data will be obtained from the revised forms NCR-203 and NCR-211 and will be entered in the applicable columns in accordance with the instructions as set forth in NCR-210 Preliminary, As Amended, Part I. The farm number for farms, or parts of farms, listed on such supplemental listing sheets for 1939 farm data-II and for which a farm number was not assigned in establishing a 1939 wheat acreage allotment will be the next consecutive number available.

Delete the entries on the original forms NCR-209, Part I, or on the supplemental listing sheets (i.e., for changed farms and corrected farms), as the case may be, for each farm listed in red on

"Supplemental Listing Sheets for 1939 Farm Data-I" and for each 1938 farm the parts of which are listed on "Supplemental Listing Sheets for 1939 Farm Data-II."

In cases where it is definitely known before the data are listed on NCR-309, Part I, that a combination of two or more parts of a 1938 farm as listed on "NCR-209, Part I, Regular 1938 Listing Sheets"--"NCR-209, Part I, Supplemental Listing Sheets for Changed Farms and Corrected Farms"--or on "NCR-209, Part I, Supplemental Listing Sheets for 1939 Farm Data-I or II"--will be identified as a farm in 1939, the data as listed on such forms may be combined on a separate listing sheet labeled "Supplemental Listing Sheets for 1939 Farm Data-III," as follows:

1. Transfer the data for each part of a 1938 farm from the applicable NCR-209, to the appropriate columns on Supplemental Listing Sheets for 1939 Farm Data-III. The data for each part of a 1939 farm will be listed on consecutive lines in red, leaving two blank lines after the last line for the 1939 farm.
2. Obtain column totals of columns (3), (4), (11), (16), (22), (27), (28), and (33) by adding the respective entries for the parts of farms being combined as a 1939 farm, and enter such totals in black on the line immediately below the last line on which the entries for a part of the 1939 farm are listed.

Delete the entries on the applicable forms NCR-209, from which the data listed on Supplemental Listing Sheets for 1939 Farm Data-III were transferred.

After the data have been listed on form NCR-209, Part I, Supplement Listing Sheets for 1939 Farm Data-III, the form NCR-203 for each of the parts of the 1939 farm will be fastened together and filed in the 1939 file for the farm. For such farms, the farm number to be listed in NCR-309, Part I, column (1) will be the next consecutive number available.

In listing on NCR-309 data for farms which have been deleted from the original listing sheets will be obtained from changed and corrected farms listing sheets, unless also deleted from such listing sheets, in which case such data will be obtained from supplemental listing sheets for 1939 farm data-I, II, and III.

In cases where a combination of two or more parts of a 1938 farm has been made in establishing the total soil-depleting and corn acreage allotments on NCR-209, "Supplemental Listing Sheets for 1939 Farm Data-III" the 1939 wheat acreage allotments established for such parts will be combined on separate listing sheets, NCR-209b, labeled "Supplemental Listing Sheets for 1939 Wheat Farm Data-III".

Enter in red in columns (6) and (31) of forms NCR-209b, "Supplemental Listing Sheets for 1939 Wheat Farm Data-III", the respective entries listed for the parts of the 1938 farm on Wheat Listing Sheets for 1939 Corrected Farms and on New Wheat Farm Listing Sheets for 1939 Changed Farms. Obtain column totals of columns (6) and (31) by adding the respective entries for the parts of farms being combined as a 1939 farm and enter such totals in black on the line immediately below the last line on which the entries for a part of the 1939 farm are listed.

Delete the entries on the applicable forms NCR-209b from which the data listed on "Supplemental Listing Sheets for 1939 Wheat Farm Data-III" were transferred.

In the case of 1939 farms or parts of farms which are listed on supplemental listing sheets for farm data I and II, but for which 1939 wheat acreage allotments were not established because the change in identity was not known at the time the 1939 wheat acreage allotment for the 1938 identity was established, the data for such 1939 farms, or parts of farms, will be listed on separate listing sheets, NCR-209b. Such listing sheets will be labeled "Wheat Listing Sheets for 1939 Farm Data-I", "Regular Wheat Farm Listing Sheets for 1939 Farm Data-II", and "New Wheat Farm Listing Sheets for 1939 Farm Data-II". The procedure for determining 1939 wheat acreage allotments for such 1939 farms, or parts of farms, will be the procedure for determining 1939 wheat acreage allotments on "Wheat Listing Sheets for 1939 Corrected Farms", "Regular Wheat Farm Listing Sheets for 1939 Changed Farms", and "New Wheat Farm Listing Sheets for 1939 Changed Farms", respectively.

The 1939 wheat acreage allotments established for parts of 1939 farms on "Wheat Listing Sheets for 1939 Farm Data-I", "Regular and New Wheat Farm Listing Sheets for 1939 Farm Data-II", will be combined on "Supplemental Listing Sheets for 1939 Wheat Farm Data-III", in accordance with the instructions set forth herein.

Instructions for Determining Acreage Allotments for Other Farms for Which the Identity is Determined to Have Been Changed after the Listing Has Been Made, will be issued at a later date.

All farms shall be listed by minor civil divisions in two separate groups, as follows:

1. 1938 Participating Group. -- List in numerical sequence the data for farms for which an NCR-220 has been or will be executed.
2. 1938 Nonparticipating Group. -- List in numerical sequence the data for farms for which an NCR-220 will not be executed.

NOTE: Leave at least 10 lines between the two groups.

Except as otherwise specified in this procedure, the entries in all columns shall be rounded to one decimal place and all factors used will be rounded to four decimal places. In all cases involving decimals, the results of computations shall be carried to one decimal place beyond the number of decimal places required in the result and rounded back one place to the required number of decimal places. In rounding, digits of five or less shall be dropped, and digits of six or more shall be counted as one and added to the figure in the next decimal place to the left.

For counties in the wind erosion area, committees will establish restoration land goals for the farms, in accordance with the instructions set forth in Part I, Section III, before proceeding with the establishment of the total soil-depleting acreage allotments and corn acreage allotments, after which the following procedure will apply as in other counties. -----

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL DIVISION

LISTING AND ESTABLISHING ACREAGE ALLOTMENTS, YIELDS,
AND PRODUCTIVITY INDICES FOR FARMS, THE IDENTITY OF
WHICH IS CHANGED AFTER INITIAL ACREAGE ALLOTMENTS
ARE DETERMINED ON NCR-309.

GENERAL INSTRUCTIONS

The initial 1939 acreage allotments were established on forms NCR-309, Parts I, II, III, IV, and V, on the basis of farms as they were identified at the time the data for such farms were listed. The following procedure is provided to establish acreage allotments for farms, the identity of which is changed and such changes take place after the listing sheets have been completed and approved in accordance with the instructions in NCR-310.

In establishing acreage allotments for such changed farms, it will be necessary, in some cases, to allocate the initial acreage allotments established for a farm to the component parts as well as to combine the allotments thus allocated with the allotments for other farms or parts of farms.

When it is necessary to break down the acreage allotments initially established for a farm, such break down will be made on the basis of the ratio of the acreage of crop land on the component part to the acreage of crop land on the original farm.

In cases where it is necessary to establish acreage allotments for changed farms which consist of two or more farms, or parts of farms, such allotments will be determined by adding the allotments established for the separate parts.

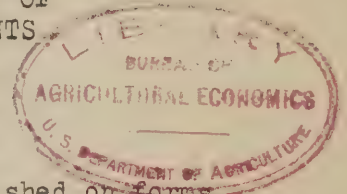
SECTION I

Breaking Down Acreage Allotments Initially
Established for Farms which are being Split

Prepare supplemental listing sheets by labeling forms

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N 75F
70, 310, 50, 100, 3



NCR-309, Part I, "Supplemental Listing Sheets for Split Farms". The data will be listed on such supplemental listing sheets in red for the original farm and in black on consecutive lines immediately below the red entries for each part of such farm. For farms for which wheat, potato, tobacco, cotton, or commercial vegetable acreage allotments are established, enter any such acreage allotments established for the original farm in red in columns (39) to (44), inclusive. The following entries will be made on supplemental listing sheets for split farms:

- a. Enter in red the data for the original farm. Such entries will be made in columns corresponding to those from which they are transferred from the initial forms NCR-309, except for farms for which wheat, potato, tobacco, cotton, and commercial vegetable acreage allotments are established. Such entries will be transferred to NCR-309, columns (39) to (44), inclusive, from the form NCR-309 where they are listed. If the State committee has not approved the listing sheets, the county committee recommended acreage allotments for the original farm may be listed.
- b. Enter in black in column (5) of NCR-309, on consecutive lines immediately below the red entry, the acreage of crop land for each of the component parts.
- c. Enter in black in column (9) of NCR-309, a ratio rounded to three decimal places, obtained by dividing the acreage of crop land for each component part listed in black in column (5), by the acreage of crop land listed in red in column (5), or if such entry has been deleted, by the entry in column (6).
- d. Derive the acreage allotments for each component part by multiplying the ratio for the respective part entered in column (9), by the acreage allotments established for the original farm and listed in red in the appropriate columns of NCR-309.

No deviation from the above procedure in establishing the total soil-depleting acreage allotments and the acreage allotments for wheat, corn, or cotton is permissible. However, if the committee finds that the reallocation of potato, tobacco or commercial

vegetable allotments on the basis of the ratio of cropland on the component part of the farm to the original farm results in inequities, due to factors independent of the amount of crop land, the allotment for the original farm may be reallocated to the respective component parts in a manner deemed by the committee to be equitable, provided good and sufficient reasons for such reallocation are set forth in writing and placed in the file for the respective farms.

SECTION II

Combining Acreage Allotments for Farms or Parts of Farms which are Combined in 1939

Prepare supplemental listing sheets by labeling forms NCR-309, Part I, "Supplemental Listing Sheets for Combined Farms".

The acreage allotments for parts of changed farms will be listed on supplemental listing sheets for combined farms and added together in order to obtain the acreage allotments for the combined farm. The entries for the parts of combined farms will be listed in red and the totals of such entries for the combined farm will be listed in black immediately below the red entries.

The following entries will be made on supplemental listing sheets for combined farms:

- a. Enter in red in columns (5), (17), and (32), and if special soil-depleting allotments other than corn are established for the farm in columns (39) to (44), inclusive, of NCR-309, the acreage of crop land, total soil-depleting acreage allotment, corn acreage allotments, and any other special soil-depleting acreage allotment, respectively, for each part of the combined farm. Such entries will be obtained from forms NCR-309, Parts I, II, III, IV, and V, or NCR-309, Part I, Supplemental Listing Sheets for Split Farms.
- b. Obtain the totals of the red entries in columns (5), (17), (32), and any entries in columns (39) to (44), inclusive, for the combined farm and enter such totals in black in the respective columns.

SECTION III.

Establishing Productivity Indices and
Yields for Changed Farms.

The county committee recommended productivity index and yields for each component part listed on forms NCR-309, Supplemental Listing Sheets for Split Farms, will be that productivity index or yield established for the original farm in the initial listing. The productivity index and yields will be entered in the appropriate columns of such listing sheets in red for the original farm and in black for each component part. The productivity index and yields thus obtained for each part of a combined farm will be carried forward to the supplemental listing sheets for combined farms where they will be listed in red for the parts of farms and in black for the combined farm. The county committee recommended productivity index or yields for each combined farm listed on supplemental listing sheets for combined farms will be the weighted average of the productivity indices and yields for each part of the combined farm.

Delete the entries on forms NCR-309, Parts I, II, III, IV, and V; and on NCR-309, Supplemental Listing Sheets for Split Farms, for each farm or part of farm transferred to supplemental listing sheets for split farms and supplemental listing sheets for combined farms.

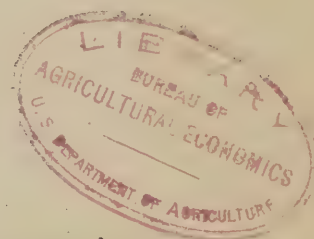
The farm number for farms listed on Supplemental Listing Sheets for Split Farms and Supplemental Listing Sheets for Combined Farms will be the next consecutive number available.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL DIVISION

INSTRUCTIONS FOR USE AND PREPARATION
OF FORMS ACP-68, REVISED, ACP-86, AND
NCR-311



GENERAL INSTRUCTIONS

Forms ACP-68, Revised, and ACP-86 are provided for use in connection with the combination of separately-owned tracts of farm land into one farm pursuant to the provisions set forth in the definition for a farm in Section I of NCR-301. Form NCR-311 is provided for combining tracts of farm land into one farm in those relatively few cases where the persons having an interest in the crops grown on a part of the land are different than when 1939 farming operations were started on such land. This situation is most apt to arise when part of the land owned by one person is sold after the winter wheat for harvest in 1939 is planted but before the spring-sown crops are planted.

Forms ACP-68, Revised, and ACP-86 will be used where a person operates in 1939 adjacent or nearby tracts of land owned by different persons as a farming unit (for the rotation of crops, with work stock, machinery and labor, substantially separate from that for any other land) and with respect to which the operator and owners of such farm land request that the tracts be considered as one farm under both the 1939 Agricultural Conservation Program and the Agricultural Adjustment Act of 1938. Farm land for which either an ACP-68, Revised, or an ACP-86 is executed, must include any field-rented tracts rented out by any persons who execute the ACP-68, Revised, or ACP-86, but cannot include any field-rented tracts rented by such persons.

Form ACP-68, Revised, or ACP-86 must be signed by the operator and by the owners who are entitled to a share in the proceeds of the

crops on any of the farm land included under the request before submission to the county committee for consideration. The county committee may approve the request if it is determined that:

- a. There is one crop rotation system on the entire area of land;
- b. The yields and productivity of the differently-owned tracts do not vary substantially;
- c. The combination is not being made for the purpose of increasing acreage allotments or primarily for the purpose of effecting performance; and
- d. The differently-owned tracts customarily are, and in 1939 will be, regarded in the community as a farm.

Form NCR-311 will be used where a tract of farm land which was regarded as a farm at the time the 1939 farming operations were started, is changed with respect to its operators and such change results in different persons having an interest as operators in the crops grown in 1939 on a part of such farm land, if all of the operators and owners of such farm land request that such combination be made under both the 1939 Agricultural Conservation Program and the Agricultural Adjustment Act of 1938. Form NCR-311 must be signed by all of the operators and owners who are entitled to share in the proceeds of the crops on any of the farm land included under such request.

The county committee may approve such request if it is determined that:

- a. All of the separately operated tracts of land were regarded as one farm when the 1939 farming operations were started; and
- b. It is determined that such request is made because of a bona fide change in the persons having an interest as operators in the crops grown on a part of the farm as it was identified at the time farming operations were started in 1939.

Form ACP-68, Revised, will be used where all of the owners of the land determined to be a farm, request such combination and agree to share in any payments or deductions computed for the farm with respect to each soil-depleting acreage allotment, on the basis of each of their rights to share in the crop(s) on the farm for which acreage allotments are established.

Form ACP-86 will be used where all of the owners of the land determined to be a farm, request such combination and agree to divide any payment or net deduction, computed as the landlord's share for the farm with respect to each soil-depleting acreage allotment, on the basis of each such person's respective share in the acreage allotments which were or could have been established for the land in which he has an interest.

Form NCR-311 will be used where all of the owners and operators of the land determined to be a farm in 1939, since it was regarded as a farm when 1939 farming operations were started, request that a combination be made. In such instances, the owners will agree to divide any payment or net deduction computed as the landlord's share for the farm with respect to each soil-depleting acreage allotment, on the basis of each such person's respective share of the acreage allotments which were or could have been established for the land in which he has an interest. Payments and deductions to the operators on a farm for which an NCR-311 is executed will be computed on the basis of each operator's share in the crops grown on the farm.

SECTION I

Preparation of Forms ACP-68, Revised and ACP-86

County committees should ascertain that persons executing forms ACP-68, Revised, and ACP-86, fully understand the manner in which the landlord's share of any payment or net deduction computed for the farm will be divided.

Form ACP-68, Revised, is for separately-owned tracts of farm land combined into one farm where the owners of the separately-owned tracts agree to divide the landlord's share of the payment or net deduction computed for the farm with respect to each soil-depleting allotment, on the basis of each of their rights to share in the crop(s) grown on the farm for which such acreage allotments are established.

Form ACP-86 is for separately-owned tracts of farm land combined into one farm where the owners agree to divide the land-lord's share of any payment or net deduction computed for the farm with respect to each soil-depleting acreage allotment on the basis of each such person's respective share in the acreage allotments which were or could have been established for the land in which he has an interest.

Prepare form ACP-68, Revised, or ACP-86 in triplicate, (Original and two copies) as follows:

1. Enter the State and county code in the spaces provided in the upper right-hand corner.
2. Enter the name and complete address of the operator in the spaces on the first line in Section I.
3. Enter in Section II the serial numbers and the names of the owners of the tracts of farm land to be included under the request. The serial numbers shall be entered in the spaces provided and must include the serial numbers for all tracts to be included as a farm including any tract owned or rented for cash by the operator. The name of the owner who is entitled to share in the proceeds of the crops produced on any land included in the farm shall be entered opposite the serial number of the tracts which he owns. The name shall be entered on the left half of the line, or immediately below the line, so that sufficient space is available for such owner's signature. Where a serial number is shown for a tract which the operator owns or rents from another person for cash, no signature will be required in Section II opposite the serial number for such tract and instead the words "Owned by operator" or "Cash rented by operator", whichever is applicable, shall be inserted on the line provided for the signature of the owner.

After form ACP-68, Revised or ACP-86 has been prepared, the original and two copies shall be delivered to the person who operated the farm at the time the initial acreage allotments were established in order that he may obtain the necessary signature(s) in Sections I and II of the form. After Sections I and II have been executed, the forms shall be returned to the county committee. The county committee shall examine the forms to ascertain the operator's and owner's eligibility to sign the form. If after consideration of

the request made by the operator and owners, the committee determines that the tracts included under the forms ACP-68, Revised, and ACP-86, are properly combined as a farm, a member of the county committee shall execute Section III of such form. The second copy of the executed ACP-68, Revised, and ACP-86 shall be delivered to the operator, the original and first copy shall be filed in the county office. All forms ACP-68, Revised, and ACP-86 must be completed and filed in the county office not later than the date set as the closing date for executing such forms.

SECTION II

Preparation of Form NCR-311

Form NCR-311 will be used to combine tracts of farm land which were regarded as a farm at the time the 1939 farming operations were started and which is changed with respect to its operators and such change results in different persons having an interest, as operators, in the crops grown in 1939 on a part of such land.

Prepare form NCR-311 with sufficient copies to provide one for each operator who executes a form NCR-311 and two copies for the county office file as follows:

1. Enter the State and county code in the spaces provided in the upper right hand corner.
2. Enter the name and complete address of each of the operators in the spaces provided in Section I.
3. Enter in the last line of the first paragraph of Section I, the name of the person who operated this farm in 1938.
4. Enter in Section II the serial number and the names of the owners of the tracts of farm land to be included under the request. The serial numbers shall be included in the spaces provided and must include the serial numbers for all tracts to be included as a farm and which tracts were combined as one farm when the 1939 farming operations were started.

After form NCR-311 has been prepared, the original and all copies shall be delivered to one of the persons operating this farm in 1939 in order that he may obtain the necessary signatures in Sections I and II of the form. After Sections I and II have been executed, the forms shall be returned to the county committee. The county committee shall examine the forms to ascertain the operator's and owner's eligibility to sign the form. If after considering the request made by the operators and owners, the county committee determines that the tracts included under the form NCR-311 are properly combined as a farm, a member of the county committee shall execute Section III of such form. The original and first copy of form NCR-311 shall be filed in the county office. The county committee will supply each of the operators whose names appear in Section I with a copy of NCR-311.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL DIVISION

INSTRUCTIONS FOR USE AND PREPARATION OF FORM ACP-95

NCR-310, Supplement 4, is hereby amended to read as follows:

GENERAL INSTRUCTIONS

Forms ACP-68, Revised, ACP-86, and NCR-311 will not be used in the North Central Region in connection with the 1939 Agricultural Conservation Program or other 1939 Agricultural programs administered by the Agricultural Adjustment Administration. In lieu of such forms, Form ACP-95 will be used. If any Forms ACP-68, Revised, ACP-86, or NCR-311 have been executed, the persons signing such forms should be advised that it is necessary to sign Form ACP-95 to replace the form previously executed.

Form ACP-95 may be used for two purposes. The first purpose is to request that separately-owned tracts of land be combined and regarded as one farm. In order for separately-owned tracts to be combined and regarded as one farm,

- (1) All of the tracts must be adjacent or nearby;
- (2) There must be one crop rotation system on the entire acreage of land to be included in the farm;
- (3) The yields and productivity of the differently-owned tracts must not vary substantially;
- (4) The combination of separately-owned tracts of land must not be for the purpose of increasing acreage allotments or primarily for the purpose of effecting performance; and
- (5) The separately-owned tracts constitute a farming unit for the operator and will be regarded in the community as constituting one farm in 1939.



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No. 310, suppl. 5

The second purpose of Form ACP-95 is to request that tracts of land now separately-operated be combined and regarded as one farm. In order for such separately-operated tracts to be combined and regarded as one farm all of the separately-operated tracts of land must now be regarded as one farm when the 1939 farming operations were begun. This situation is most apt to arise when part of the land owned by one person is sold after the winter wheat for harvest in 1939 is planted. In instances in which Form ACP-95 is used for this purpose the period at the end of the first paragraph should be changed to a comma and the words "and was operated in 1939 as one farm by (name of 1939 operator)" should be entered after the comma.

Every person who has an interest as landlord, tenant, or share-cropper of a farm (including the operator of a field rented tract in such farm) must sign ACP-95 before such form can be approved by the county committee. An agreement should be reached by all such persons as to the percentage share for each such person of the net payment or net deduction computed for the farm with respect to general crops and individual soil-depleting acreage allotments. The percentage share agreed upon shall be applicable to all crops with respect to which a payment or deduction may be computed. Such percentage share shall represent the contribution of each person to the performance for which such net payment or deduction is computed. The county committee shall not determine the division among the landlord's, tenants, and share-croppers of the net payment or deduction for the farm. However, the persons signing ACP-95 may be advised that such division may be made on the basis of their respective shares in the crops to be grown or the allotments established for the farm or upon any other related data. If the persons signing ACP-95 are unable to agree upon a division among themselves no percentage shares should be entered in Section II and such persons should be advised that the net payment or deduction computed for the farm with respect to general crops and individual soil-depleting acreage allotments will be divided on the basis of each person's right to share in the crop with respect to which a payment or deduction is computed.

Tracts of land which might be combined and regarded as one farm upon the request of all the parties having an interest in such tracts shall in the absence of such request be regarded as separate farms. Any part of a tract of land which is operated by a field renter must be included in the farm in which the tract of which it is a part is included.

- 3 -

PREPARATION OF FORM

Prepare Form ACP-95 as follows:

1. Enter the State and county code and farm number in the upper right-hand corner.
2. Enter the figures "1939" under the title of the form in the space provided therefor.
3. Landlords, tenants, and sharecroppers of the farm shall affix their signatures in Section II, column (b) of ACP-95.
4. Enter in Section II, column (a) opposite the signature of each person who has signed in column (b) the farm number of each tract in which such person has an interest.
5. Enter in Section II, column (c) opposite the signature of each person the percentage share agreed upon for such persons with respect to all soil-depleting crops on the farm. If no percentage shares are agreed upon, enter in column (c) the words "no percentage shares agreed upon".

Make no entries in Section II, column (d) and (e).

APPROVAL BY COUNTY COMMITTEE

When Form ACP-95 has been properly signed by all landlords, tenants, and sharecroppers of the farm, the form shall be carefully reviewed to determine that it has been properly prepared and that the sum of the percentage shares, if any, entered in Section II, column (c) equals 100%. Form ACP-95 shall be approved by a member of the county committee on behalf of the committee after the county committee is satisfied that the conditions set forth for the use of such form have been met.

Issued March 3, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL DIVISION

ESTABLISHING 1939 ACREAGE ALLOTMENTS FOR
SPECIAL CASES OF SPLIT FARMS AND ESTAB-
LISHING ACREAGE ALLOTMENTS FOR NEW FARMS
IN 1939

In the great majority of cases wherein farms as originally listed on NCR-309 are being broken down, the breakdown can be made on the cropland ratio method in accordance with the procedure as outlined in NCR-310, Supplement 3. However, this procedure may not adequately provide in a few instances for the establishment of equitable acreage allotments for each of the component parts of the original farm. Farms which are being split down and for which special consideration may be granted in establishing the allotments thereon will be confined to the following type of cases:

- a. Farms on which the cropland consists of two or more distinct types with respect to productivity, topography, or type of soil and on which separate crop rotation practices are carried out on each type of cropland. An example of this type of case is a farm, part of which consists of loamy upland soils and the remainder consists of level muck soil and the owner sells the portion of the farm consisting of muck soil. Another example of this type of case is a farm, covered by an ACP-68 in 1938 and properly listed as one farm on form NCR-309, but which is not being continued as one farm in 1939 and on which, for physical reasons, one crop, such as wheat, is normally grown on one of the parts which will constitute a farm in 1939, and another crop, such as corn, is normally grown on the other part.
- b. Farms which are listed and allotments established on the listing sheets, form NCR-309, on the basis of the 1938 identity and it is now discovered that such farms were listed in error and it is necessary to

split the allotments as established on form NCR-309 to conform with the correct identity. (Cases of this type are not to be confused with farms which include field-rented tracts where land under the same ownership is operated by two persons but both tracts were listed as one farm.)

If the county committee wishes to make a request for special consideration in establishing the allotments for a farm which is being broken down into two or more farms, the steps for establishing the allotment for the component parts of such farms are as follows:

On a supplemental listing sheet, form NCR-309, the special farms will be broken down by the county committee in accordance with the following steps:

- a. Determine the crop history used in computing the total soil-depleting allotment and the crop history used in computing each special allotment which was established for the original farm.
- b. Determine the acreage of crop history contributed by each part of the original farm to the respective crop history used in computing each allotment for the original farm.
- c. Determine the ratio, rounded to three decimal places, of the contribution of the crop history for each part of the original farm by dividing the crop history for each component part by the crop history of the original farm. This will be done for the crop history relating to each allotment established for the original farm.
- d. Derive the acreage allotments for each component part by multiplying each allotment for the original farm by the respective ratio for each component part.

After the county committee has established the allotments for each part of the original farm, all data used in computing such breakdown of allotments will be submitted to the State committee for approval. The productivity indexes and yields for these split farms will be established so that when weighted by the respective acreage allotments they will equal the productivity index and yields for the original farm. The acreage allotments, yields and productivity indexes established for such changed farms will not be issued to farmers until approved by the State committee. A report by counties of the cases approved by the State committee shall be furnished the North Central Division.

New 1939 Farms.

Those counties which are finding farms which were not listed in 1938 and for which acreage allotments will be established for the first time in connection with the 1939 Agricultural Conservation Program will list such new 1939 farms in accordance with the following steps:

- a. Execute forms NCR-203, NCR-211, and NCR-217 for such farms and list the data therefrom on the 1938 listing sheet, form NCR-209, in accordance with the instructions in NCR-210. (In listing of data for such farms, the factors to be used on forms NCR-209 in adjusting the data for such new farms will be the same as the factors used for such columns on the initial 1938 listing sheet.)
- b. Transfer the data from NCR-209 to a 1939 listing sheet, NCR-309, labeled "Supplemental Listing Sheet, New 1939 Farms" and establish the allotments for such farms in accordance with the instructions outlined in NCR-310. (All factors used in establishing the allotments for new 1939 farms will be the same as those used on the initial listing sheets, form NCR-309.)

The acreage allotments assigned to new 1939 farms shall be provided from the reserve set aside for this purpose in the county or State office.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL DIVISION

AMENDMENT TO NCR-310, SUPPLEMENT 3 - LISTING
AND ESTABLISHING ACREAGE ALLOTMENTS, YIELDS,
AND PRODUCTIVITY INDEXES FOR FARMS, THE
IDENTITY OF WHICH IS CHANGED AFTER INITIAL
ACREAGE ALLOTMENTS ARE DETERMINED ON NCR-309

NCR-310, Supplement 3, Section III, is
amended to read as follows.

The county committee recommended productivity index and yields for each component part listed on forms NCR-309, Supplemental Listing Sheets for Split Farms, will be that productivity index or yield established for the original farm in the initial listing. The productivity index and yields will be entered in the appropriate columns of such listing sheets in red for the original farm and in black for each component part. The productivity index and yields thus obtained for each part of a combined farm will be carried forward to the supplemental listing sheets for combined farms where they will be listed in red for the parts of farms and in black for the combined farm. The county committee recommended productivity index or yields for each combined farm listed on supplemental listing sheets for combined farms will be the weighted average of the productivity indices and yields for each part of the combined farm.

For split farms, for which the yields and productivity index established for the original farm does not reflect equitable yields and productivity index, different yields and productivity index may be established for each component part provided that when such yields and productivity index are weighted by the respective acreage allotments for the component parts, they will not exceed the yields and productivity index for the original farm.

Delete the entries on forms NCR-309, Parts I, II, III, IV, and V, and on NCR-309, Supplemental Listing Sheets for Split Farms, for each farm or part of farm transferred to supplemental listing sheets for split farms and supplemental listing sheets for combined farms.

The farm number for farms listed on Supplemental Listing Sheets for Split Farms and Supplemental Listing Sheets for Combined Farms will be the next consecutive number available.

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UNITED STATES DEPARTMENT OF AGRICULTURE
 AGRICULTURAL ADJUSTMENT ADMINISTRATION
 WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION ACT
 NORTH CENTRAL DIVISION

APR 12 1939

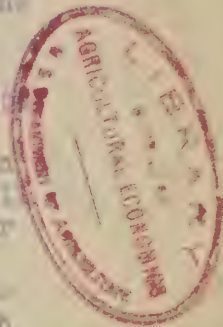
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 No. 201, April 1939

INSTRUCTIONS FOR USE AND PREPARATION OF FORM ACP-95

NCR-310, Supplement 3, the second paragraph on page 3 hereof is hereby amended to read as follows:

An agreement should be reached by all persons who have an interest in the soil-depleting crops on the farm as landlord, tenant, or sharecropper (including the operator of a field rented tract) as to the percentage share for each such person of the net payment or net deduction computed for the farm with respect to general crops and individual soil-depleting acreage allotments. The percentage share agreed upon shall be applicable to all crops with respect to which a payment or deduction may be computed. Such percentage share shall represent the contribution of each person to the performance for which such net payment or deduction is computed. The county committee shall not determine the percentage shares to be entered on ACP-95. However, the persons signing ACP-95 may be advised by the county committee what such percentage shares may be determined on the basis of their respective shares in the crops to be grown, the allotments established for the farm, or upon any other related data. If an agreement is reached and the percentage shares agreed upon are entered in Section II of ACP-95, all persons who have an interest in the soil-depleting crops on the farm as landlord, tenant, or sharecropper (including the operator of a field rented tract) must sign ACP-95 before such form can be approved by the county committee.

If all persons who have an interest in the soil-depleting crops on the farm as landlord, tenant, or sharecropper (including the operator of a field rented tract) are unable to agree upon a division among themselves, no percentage shares should be entered in Section II of ACP-95, and such persons should be advised that the net payment or deduction computed for the farm with respect to general crops and individual soil-depleting acreage allotments will be divided upon the basis of each person's right to share in a crop with respect to which a payment or deduction is computed. In such cases, only those persons who have an interest in the soil-depleting crops on the farm as landlord, or tenant must sign ACP-95 before such form can be approved by the county committee.



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL DIVISION

ESTABLISHING 1939 FARM ACREAGE ALLOTMENTS
FOR SPLIT FARMS FOR WHICH ACREAGE ALLOT-
MENTS ESTABLISHED IN ACCORDANCE WITH THE
INSTRUCTIONS SET FORTH IN NCR-310, SUP-
PLEMENTS (3) AND (6) ARE INEQUITABLE

It has been pointed out that in a few cases the 1939 farm acreage allotments for split farms apportioned according to the ratio of cropland or the ratio of the contribution of crop acreage history for the split farm according to the procedure set forth in NCR-310, Supplements (3) and (6), respectively, result in inequitable acreage allotments.

Inequities of this type will occur when the contribution of cropland or crop acreage history for the split farm does not represent an equitable division of the initial acreage allotments for the original farm for the reason that the soil-management factors on form NCR-203 were not considered in allocating the acreage allotments to split farms.

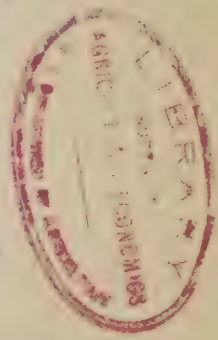
In cases where the instructions set forth in NCR-310, Supplements (3) and (6), respectively, do not result in an equitable division of the 1939 farm acreage allotments established for the initial farm on form NCR-309, the State committee may approve farm acreage allotments for split farms established in accordance with the following:

Prepare supplemental listing sheets by labeling form NCR-309, "Supplemental Listing Sheets for 1939 Split Farms".

a. Execute forms NCR-203, NCR-211, and NCR-217 for each of the component parts of the farm, as originally listed on NCR-309 and list the data for such component parts on form NCR-209 in accordance with the procedure set forth in NCR-210. In listing the data for such farms factors to be used on forms NCR-209 will be the same as the factors used for the respective columns on the initial 1938 listing sheets.

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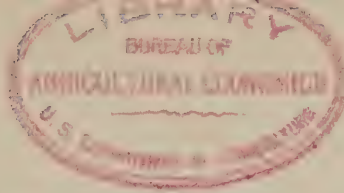


b. Enter in red on forms NCR-309 "Supplemental Listing Sheets for Split Farms" the data for the farm as originally listed on form NCR-309. Enter in black on consecutive lines immediately below the entries in red the data for each component part of the original farm. In listing the data for the component parts, 1939 farm acreage allotments will be determined for each part in accordance with the instructions set forth in NCR-310 and the factors to be used will be those factors used in the appropriate columns on the initial listing sheets form NCR-309.

c. Obtain totals of the black entries for columns (15) and (16), (30) and (31), and (39) and enter such totals in black immediately below the last entry for the component part of the original farm.

d. Compare the totals of the 1939 farm acreage allotments established for the component parts with the entries in red for the original farm as initially listed on form NCR-309. If the total of any of the 1939 farm acreage allotments established for the component parts of the original farm differs from the respective acreage allotments determined for the original farm, multiply any of such acreage allotment by a factor rounded to three decimal places obtained by dividing the acreage allotment entered in red for the original farm by the total of the respective acreage allotments for the component parts.

The 1939 farm acreage allotments determined on "Supplemental Listing Sheets for 1939 Split Farms" will be checked in the State office and approved by the State committee in accordance with the instructions set forth in NCR-State 302. Any combination of the split farms, the 1939 farm acreage allotments for which are determined in accordance with the foregoing instructions, will be made in accordance with the instructions set forth in NCR-310, Supplement 3.



Issued October 14, 1938

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

PART II

Instructions for Determining 1939 Potato
Acreage Allotments and Normal Potato Yields--
1939 Listing Sheet, Part II

GENERAL INSTRUCTIONS

Potato acreage allotments will be established for farms in commercial potato-producing counties having a usual potato acreage of three acres or more. The potato data for such farms will be listed on NCR-309a. This includes farms listed on NCR-209a and farms which will be assigned a commercial potato acreage allotment for the first time in 1939. Farms which will not be assigned a commercial potato acreage allotment in 1939 shall not be listed on NCR-309a. The general instructions set forth in connection with NCR-310, Part I, are applicable in the listing of data for farms listed on NCR-309a.

SECTION I

Instructions for Determining Potato Acreage
Allotments, Columns (1) to (13), Inclusive

Column 1. Enter the 1938 farm number for farms for which a 1939 potato acreage allotment is to be established, which is obtained from NCR-309, column (1).

Column 2. The name of the 1938 title owner shown in NCR-309 column (2), may be entered.

Column 3. This column is for the convenience of the county committee and may be used when the information is available.

Column 4. Enter the 1938 potato acreage allotment, which is obtained from NCR-209a, column (7). For those farms for which a potato acreage allotment is established for the first time in 1939 and for farms which are not identical with 1938 farms, a dash will be entered in this column.

Column 5. Enter the 1938 planted potato acreage. For farms participating in the 1938 program, this entry will be obtained from NCR-220, Section II, item 5, column (h). For farms not measured in 1938, this entry will be obtained from NCR-217, Section II. In case this information is withheld, enter a dash in this column. For a farm which is not identical with the 1938 farm, the county committee will determine the 1938 planted potato acreage for this farm by examining the data for the 1938 farm on NCR-217, Section II.

Column 6. Enter the usual acreage of potatoes which is obtained from NCR-209a, column (3). In case this farm was not listed on NCR-209a, the entry for column (5) will be obtained by averaging the entries in NCR-203, Section V. For a farm which is not identical with a 1938 farm, the county committee will determine the usual acreage of potatoes for the farm NCR-203, Section V, executed for the 1939 farm.

Column 7. Enter the usual acreage of potatoes adjusted to the 1939 county potato acreage allotment, obtained as follows:

- (1) Derive a factor by dividing the 1939 county potato acreage allotment by the county total of column (6) and enter the result in the box at the head of column (7).
- (2) Multiply each entry in column (6) by the factor entered in the box at the head of column (7) and enter the result in column (7).

Column 8. Enter the community committee's recommended potato acreage allotment for 1939. This entry should be that acreage which in the opinion of the community committee best represents this farm's equitable share of the 1939 county potato acreage allotment. In making this determination the community committee should take into consideration the 1939 total soil-depleting acreage allotment for the farm, adaptation of the soil to the production of potatoes, potato production facilities, and the acreage of potatoes customarily grown on the farm.

Column 9. Enter the county committees' recommended potato acreage allotment for 1939. This entry in most instances should agree with the respective entry in column (8). The county committee will check the work of the community committee and satisfy itself that proper consideration was given by the community committee to the instructions for the determination of the entry in column (8). If the county committee determines that the entry in column (8) does not represent the farm's equitable share of the 1939 county potato acreage allotment, based upon these instructions, they shall enter in column (9) their recommended 1939 potato acreage allotment for the farm.

Column 10. Enter the county committee adjusted potato acreage allotment for 1939. If the total of all entries in column (9) is equal to or less than the 1939 county potato acreage allotment transfer all entries in column (9) to column (10). If the total of all entries in column (9) is greater than the 1939 county potato acreage allotment, the adjustment to meet the county allotment will be made in column (10), as follows:

- (1) Derive a factor by dividing the 1939 county potato acreage allotment by the total of all entries in column (9) and enter the result in the box at the head of column (10).
- (2) Multiply each entry in column (9) by the adjustment factor entered in the box at the head of column (10) and enter the result in column (10).

Columns 11, 12, and 13. These columns will be reserved for use by the State committee.

SECTION II

Instructions for Determining Normal Potato Yields, Columns (14) to (19), Inclusive.

Column 14. Enter the 1938 approved potato yield which is obtained from NCR-209a, column (14). If this farm is not identical with the 1938 farm or if a commercial potato acreage allotment is to be established on this farm for the first time in 1939, enter a dash in this column.

Column 15. Enter the community committee recommended potato yield. This entry should in most instances agree with the entry in column (14). However, if the community committee determines that the entry in column (14) is not equitable for this farm or if there is a dash in column (14), an equitable potato yield shall be established in accordance with applicable instructions set forth in NCR-210, Section 2.

Column 16. Enter the county committee recommended potato yield. This entry in most instances should agree with the respective entry in column (15). The county committee will check the work of the community committee and satisfy itself that proper consideration was given by the community committee to the instructions set forth for the determination of the entry in column (15). If the county committee determines that the entry in column (15) does not represent an equitable yield for this farm based upon these instructions, they shall enter in column (16) their recommended potato yield for the farm.

Column 17. The entries in this column will be made with pencil. Enter the result rounded to a whole number, obtained by multiplying each entry in column (16) by the respective entry in column (10). Obtain minor civil division and county totals of column (17).

Column 18. Enter the result rounded to a whole number obtained by multiplying each entry in column (16) by an adjustment factor obtained as follows:

- (1) Multiply the approved county potato yield by the county total of column (10).
- (2) Divide the result obtained in (1) by the county total of column (17) and enter the result in the heading of column (18).

Column 19. This column is reserved for use by the State committee.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 Agricultural Conservation Program

North Central Region

PART II.—INSTRUCTIONS FOR DETERMINING 1939 POTATO ACREAGE ALLOTMENTS AND NORMAL POTATO YIELDS—1939 LISTING SHEET, PART II

GENERAL INSTRUCTIONS

Potato acreage allotments will be established for farms in commercial potato-producing counties having a usual potato acreage of 3 acres or more. The potato data for such farms will be listed on NCR-309a. This includes farms listed on NCR-209a and farms which will be assigned a commercial potato acreage allotment for the first time in 1939. Farms which will not be assigned a commercial potato acreage allotment in 1939 shall not be listed on NCR-309a. The general instructions in NCR-310, are applicable in the listing of data on NCR-309a.

SECTION I.—INSTRUCTIONS FOR DETERMINING POTATO ACREAGE ALLOTMENTS, COLUMNS (1) TO (13), INCLUSIVE

Column 1.—Enter the 1938 farm number for farms for which a 1939 potato acreage allotment is to be established, which is obtained from NCR-309, column (1).

Column 2.—The name of the 1938 title owners shown in NCR-309, column (2) may be entered.

Column 3.—This column is for the convenience of the county committee and may be used when the information is available.

Column 4.—Enter the 1938 potato acreage allotment, which is obtained from NCR-209a, column (7). For those farms for which a potato acreage allotment is established for the first time in 1939 and for farms which are not identical with 1938 farms, a dash will be entered in this column.

Column 5.—Enter the 1938 planted potato acreage. For farms participating in the 1938 program, this entry will be obtained from NCR-220, section II, item 5, column (h). For farms not measured in 1938, this entry will be obtained from NCR-217, section II. In case this information is withheld, enter a dash in this column. For a farm which is not identical with the 1938 farm, the county committee will determine the 1938 planted potato acreage for this farm by examining the data for the 1938 farm on NCR-217, section II.

Column 6.—Enter the usual acreage of potatoes which is obtained from NCR-209a, column (3). In case this farm was not listed on NCR-209a, the entry for column (5) will be obtained by averaging the entries in NCR-203, section V. For a farm which is not identical

with a 1938 farm, the county committee will determine the usual acreage of potatoes for the form NCR-203, section V, executed for the 1939 farm.

Column 7.—Enter the usual acreage of potatoes adjusted to the 1939 county potato acreage allotment, obtained as follows:

(1) Derive a factor by dividing the 1939 county potato acreage allotment by the county total of column (6) and enter the result in the box at the head of column (7).

(2) Multiply each entry in column (6) by the factor entered in the box at the head of column (7) and enter the result in column (7).

Column 8.—Enter the community committee's recommended potato acreage allotment for 1939. This entry should be that acreage which in the opinion of the community committee best represents this farm's equitable share of the 1939 county potato acreage allotment. In making this determination the community committee should take into consideration the 1939 total soil-depleting acreage allotment for the farm, adaptation of the soil to the production of potatoes, potato production facilities, and the acreage of potatoes customarily grown on the farm.

Column 9.—Enter the county committees' recommended potato acreage allotment for 1939. This entry in most instances should agree with the respective entry in column (8). The county committee will check the work of the community committee and satisfy itself that proper consideration was given by the community committee to the instructions for the determination of the entry in column (8). If the county committee determines that the entry in column (8) does not represent the farm's equitable share of the 1939 county potato acreage allotment, based upon these instructions, they shall enter in column (9) their recommended 1939 potato acreage allotment for the farm.

Column 10.—Enter the county committee adjusted potato acreage allotment for 1939. If the total of all entries in column (9) is equal to or less than the 1939 county potato acreage allotment, transfer all entries in column (9) to column (10). If the total of all entries in column (9) is greater than the 1939 county potato acreage allotment, the adjustment to meet the county allotment will be made in column (10), as follows:

(1) Derive a factor by dividing the 1939 county potato acreage allotment by the total of all entries in column (9) and enter the result in the box at the head of column (10).

(2) Multiply each entry in column (9) by the adjustment factor entered in the box at the head of column (10), and enter the result in column (10).

Columns 11, 12, and 13.—These columns are reserved for use by the State committee.

SECTION II.—INSTRUCTIONS FOR DETERMINING NORMAL POTATO YIELDS, COLUMNS (14) TO (19), INCLUSIVE

Column 14.—Enter the 1938 approved potato yield which is obtained from NCR-209a, column (14). If this farm is not identical with the 1938 farm or if a commercial potato acreage allotment is to

be established on this farm for the first time in 1939, enter a dash in this column.

Column 15.—Enter the community committee recommended potato yield. This entry should in most instances agree with the entry in column (14). However, if the community committee determines that the entry in column (14) is not equitable for this farm or if there is a dash in column (14), an equitable potato yield shall be established in accordance with applicable instructions set forth in NCR-210, Section 2.

Column 16.—Enter the county committee recommended potato yield. This entry in most instances should agree with the respective entry in column (15). The county committee will check the work of the community committee and satisfy itself that proper consideration was given by the community committee to the instructions set forth for the determination of the entry in column (15). If the county committee determines that the entry in column (15) does not represent an equitable yield for this farm based upon these instructions, they shall enter in column (16) their recommended potato yield for the farm.

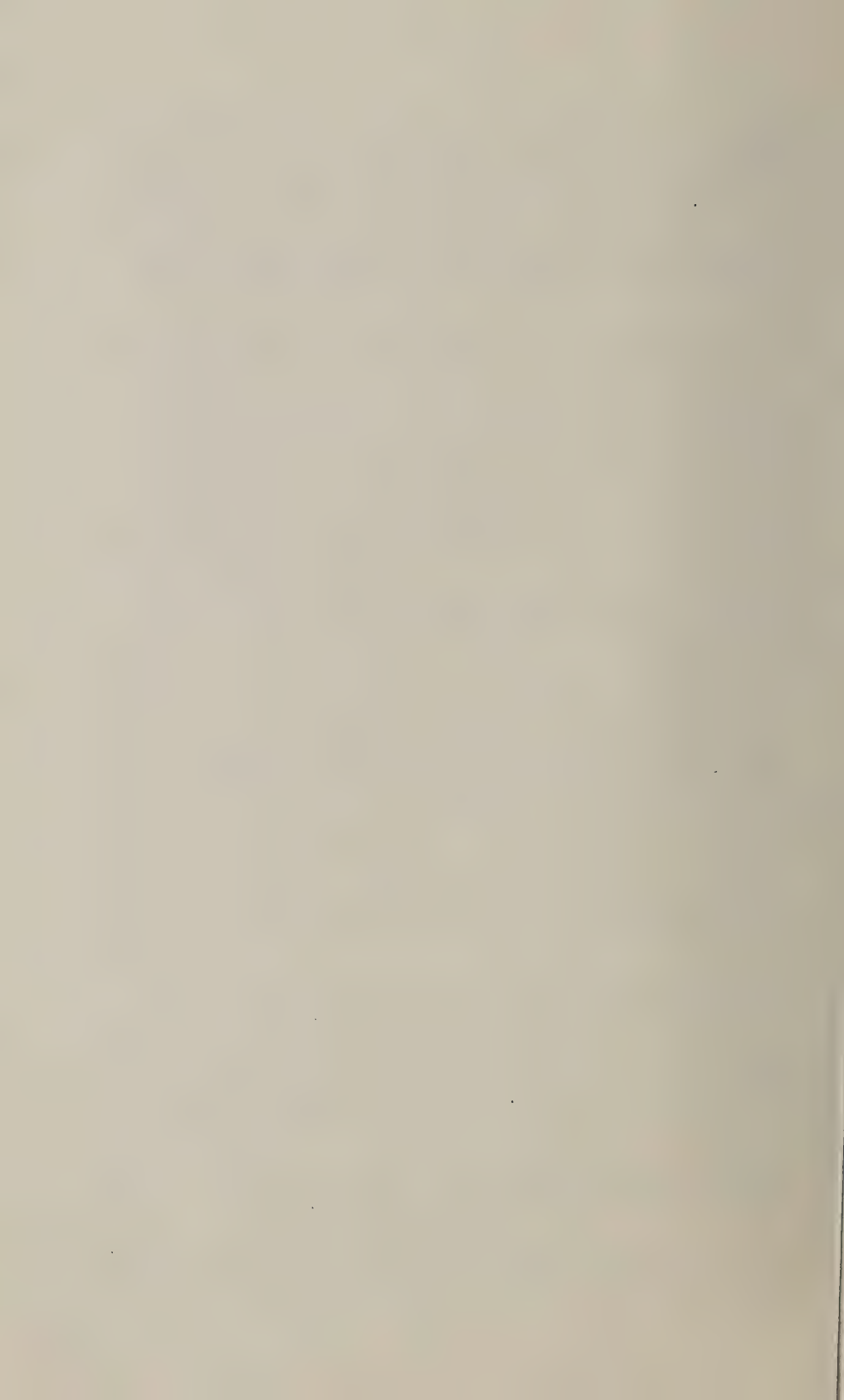
Column 17.—The entries in this column will be made with pencil. Enter the result rounded to a whole number, obtained by multiplying each entry in column (16) by the respective entry in column (10). Obtain minor civil division and county totals of column (17).

Column 18.—Enter the result rounded to a whole number obtained by multiplying each entry in column (16) by an adjustment factor obtained as follows:

(1) Multiply the approved county potato yield by the county total of column (10).

(2) Divide the result obtained in (1) by the county total of column (17) and enter the result in the heading of column (18).

Column 19.—This column is reserved for use by the State committee.



Issued January 12, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939

1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

PART II - INSTRUCTIONS FOR DETERMINING 1939 POTATO
ACREAGE ALLOTMENTS AND NORMAL POTATO YIELDS -
1939 LISTING SHEET, PART II.

REVISED GENERAL INSTRUCTIONS



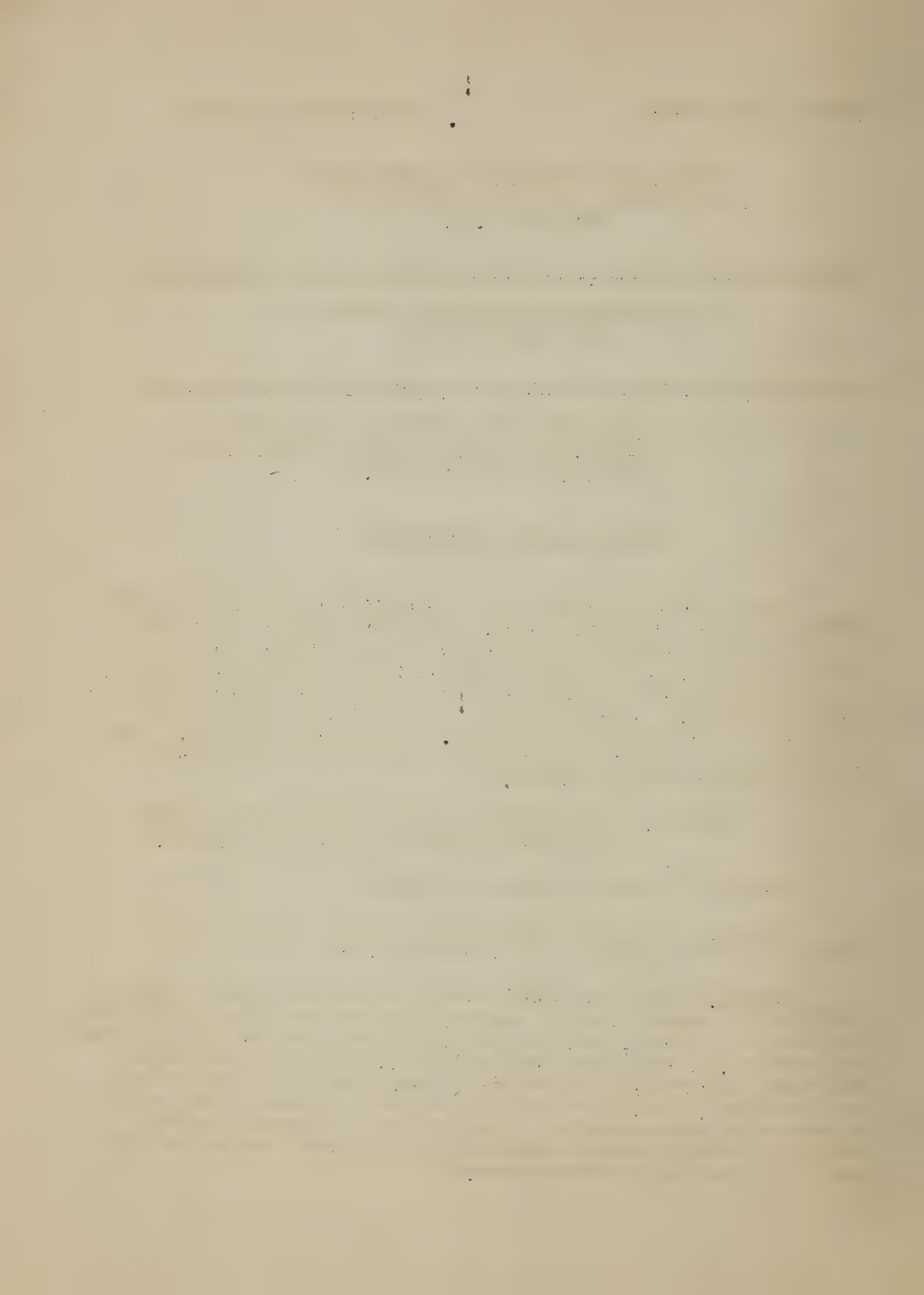
Potato acreage allotments will be established for farms in the commercial potato-producing counties. The potato data for all farms for which potato acreage allotments are to be established will be listed on NCR-309a. This includes farms listed on NCR-209a and farms which will be assigned a commercial potato acreage allotment for the first time in 1939. Farms which will not be assigned a commercial potato acreage allotment in 1939 shall not be listed on NCR-309a. The revised general instructions in NCR-310, Supplement 1 are applicable in the listing of data on NCR-309a.

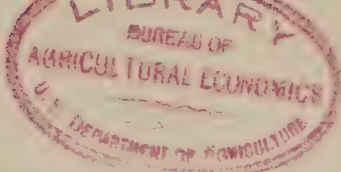
SECTION I. INSTRUCTIONS FOR DETERMINING POTATO ACREAGE
ALLOTMENTS, COLUMNS (1) TO (13), INCLUSIVE.

Section I is hereby amended as follows:

Column 5. By adding "enter a dash in this column for those farms upon which no potatoes were planted in 1938".

Column 6. Enter the usual acreage of potatoes which is obtained from NCR-209a, column (3). In case this farm was not listed on NCR-209a, the entry for column (6) will be obtained by averaging the entry in NCR-203, Section V. For a farm which is not identical with a 1938 farm, the county committee will determine the usual acreage of potatoes for the form NCR-203, Section V, executed for the 1939 farm. A dash will be entered in this column for a farm for which a commercial potato acreage allotment is being established for the first time in 1939 and upon which there is no potato history.





Issued October 18, 1938.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

PART III

INSTRUCTIONS FOR DETERMINING 1939 TOBACCO
ACREAGE ALLOTMENTS AND YIELDS.

General Instructions

The general instructions issued in NCR-310, are applicable to this Part III. Columns (1) to (11), inclusive, of NCR-309 will be executed prior to the execution of NCR-309b to which these instructions relate. Only those farms for which 1939 tobacco acreage allotments are to be established, will be listed on NCR-309b. A separate set of listing sheets NCR-309b, will be labeled and executed for each type of tobacco in the county.

The following procedure will be used in determining the tobacco acreage allotments and normal yields for all types of tobacco and the variation in instructions applicable to different types are set forth herein. In the case of types of tobacco for which marketing quotas were established in 1938, farms on which such types of tobacco will be produced in 1939 for the first time since 1933, will be listed on a separate set of listing sheets, NCR-309b.

Section I

Instructions for Determining Farm Usual Tobacco
Production, Columns (1) to (10), Inclusive.

Column 1.--Enter the farm number for farms for which the 1939 tobacco acreage allotment is to be established, which is obtained from NCR-309, column (1).

Column 2.--The name of the title owner(s) shown in NCR-309, column (2), may be entered.

Column 3.--This column is for the convenience of the county committee and may be used when the information is available.

Column 4.--Enter the 1938 planted tobacco acreage. For farms participating in the 1938 program, this entry will be obtained from NCR-220, Section II, item 3, column (g). For farms not measured in 1938, this entry will be obtained from NCR-217, Section II, column (c). In case this information is withheld, enter a dash in this column. For a farm which is not identical with the 1938 farm, the county committee will determine the 1938 planted tobacco acreage for the farm by examining the data for the 1938 farm on NCR-217, Section II.

Column 5.--Enter the 1938 tobacco acreage allotment which is obtained from NCR-209a, column (20), or from the applicable state approval column. For those farms for which a tobacco acreage allotment is established for the first time in 1939 and for farms which are not identical with the 1938 farms, a dash will be entered in this column.

Column 6.--Enter the marketing data applicable to the respective farms:

1. For farms classified as old farms in 1938, enter the normal past marketing. This entry, depending upon the type of tobacco, will be obtained as follows:

Burley, from 38-Tobacco-31, Section V, item (29).

Flue-Cured, from 38-Tobacco-36, Section V, item (29).

Dark Air-Cured, from 38-Tobacco-36, Section V, item (29).

2. For farms classified as new farms in 1938, enter the normal marketings. This entry, depending upon the type of tobacco, will be obtained as follows:

Burley, from 38-Tobacco-33, Section IV, item (19).

Flue-Cured, from 38-Tobacco-37, Section IV, item (19).

Dark Air-Cured, from 38-Tobacco-37, Section IV, item (19).

No entry will be made in this column for changed farms or for farms producing types of tobacco other than those for which a marketing quota was established in 1938.

Column 7.--Enter the farm tobacco marketing quota for 1938. This entry will be obtained from the comparable column on the 1938 marketing quota listing sheet. No entry will be made in this column for changed farms or for farms producing types of tobacco other than those for which a marketing quota was established in 1938.

Column 8.--Enter the community committee recommended usual production for the farm. For types having marketing quotas in 1938, the community committee shall determine the entry for this column on the basis of the entries in columns (6) and (7), taking into consideration land, labor and equipment available for the production of tobacco in

1939, crop rotation practices, soil type, and other physical factors affecting the production of tobacco.

For types of tobacco other than those for which marketing quotas were established in 1938, it will be necessary to execute columns (12), (13), and (14) before executing columns (8), (9), and (10). For such types, the community committee shall determine the entry for this column on the basis of the entries in columns (4) and (5) and the respective entries in column (14), taking into consideration land, labor and equipment available for the production of tobacco in 1939, crop rotation practices, soil type, and other physical factors affecting the production of tobacco.

Column 9.---Enter the county committee recommended usual tobacco production for the farm. This entry, in most instances, should agree with the respective entry in column (8). The county committee will check the work of the community committee and satisfy itself that the proper consideration was given by the community committee to the instructions for the determination of the entries in column (8). If the county committee determines that the entry in column (8) does not represent usual tobacco production for the farm, they shall enter in column (9) their recommended usual tobacco production for the farm.

Column 10.---Enter the county committee recommended usual production scaled to the 1939 production quota, as follows:

- a. Derive a factor by dividing the 1939 county production quota, furnished by the State Committee by the county total of column (9), and enter the result in the box at the head of column (10). (For marketing quota types, production quotas will be furnished separately for 1939 old tobacco farms and 1939 new tobacco farms.)
- b. Multiply each entry in column (9) by the factor entered in the box at the head of column (10), and enter the result on the respective line in column (10).

Column 11.---This column is reserved for use by the State committee.

Section II

Instructions for Determining Normal Yields. Columns (12) to (14), Inclusive.

Column 12.---For types for which marketing quotas were established in 1938, enter the 1938 approved tobacco yield for the farm. This entry will be obtained for old and new 1938 farms respectively, as follows:

1. For farms classified as old farms in 1938, the entry, depending upon the type of tobacco, will be obtained as follows:

Burley, from 38-Tobacco-31, Section IV, item (19).
Flue-cured, from 38-Tobacco-36, Section IV, item (19).
Dark Air-Cured, from 38-Tobacco-36, Section IV, item (19).

2. For farms classified as new farms in 1938, the entry, depending upon the type of tobacco, will be obtained as follows:

Burley, from 38-Tobacco-33, Section IV, item (15).
Flue-Cured, from 38-Tobacco-37, Section IV, item (15).
Dark Air-Cured, from 38-Tobacco-37, Section IV, item (15).

All entries for new farms in 1938 shall be encircled for later identification.

For types of tobacco for which no marketing quotas were established in 1938, obtain the entry for column (12) from NCR-209a, column (27) or from the applicable State approved column.

For farms for which no tobacco acreage allotment has previously been established, the entry in column (12) will be a dash.

Column 13.--Enter the community committee recommended yield for the farm. The entry for this column should be the same, in most instances, as the entry in column (12), except where the entry in column (12) has been encircled. In the case of encircled entries, the committee will take into consideration the productivity of this farm in relation to yields for other farms in the community, which are similar with respect to the adaptation of soil to the production of tobacco.

Column 14.--Enter the county committee recommended tobacco yield for the farm. This entry, in most instances, should agree with the respective entry in column (13). The county committee will check the work of the community committee and satisfy itself that the proper consideration was given by the community committee to the instructions for the determination of the entry in column (13). If the county committee determines that the entry in column (13) does not represent the appropriate tobacco yield for the farm based upon these instructions, they shall enter in column (14) their recommended yield for the farm.

Column 15.--This column is reserved for use by the State committee

Section III

Instructions for Determining Acreage Allotments. Columns (16) and (17).

Column 16.--Enter the 1939 tobacco acreage allotment. The entry in column (16) will be determined by dividing the entry in column (10) by the corresponding entry in column (14).

Column 17.--Enter the county committee recommended tobacco acreage allotment scaled to the county tobacco acreage allotment as follows:

1. Derive a factor by dividing the 1939 county tobacco acreage allotment by the total of the entries in column (16) and enter the result in the box at the head of column (17).
2. Multiply each entry in column (16) by the adjustment factor entered in the box at the head of column (17) and enter the result in column (17).

Column 18.--This column will be reserved for use by the State committee.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

MAR 14 1939

1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

INSTRUCTIONS FOR DETERMINING 1939 TOBACCO
ACREAGE ALLOTMENTS AND YIELDS FOR FARMS
PRODUCING TOBACCO IN 1939 FOR THE FIRST
TIME SINCE 1934.

GENERAL INSTRUCTIONS

A separate set of listing sheets NCR-309b will be used for each type of tobacco in the county. The words "New Farms" should be entered above "North Central Region" on all forms NCR-309b used for listing such farms.

No farm will be listed on the "New Farm Listing Sheet", NCR-309b, unless the owner or operator has executed an "Application for Tobacco Acreage Allotment for New Farms", NCR-309b, Supplement 1. Community committeemen shall keep an adequate supply of forms NCR-309b, Supplement 1, available, when interviewing farmers for the purpose of executing the "Farm Plan for Participation", NCR-303. When a farmer for whose farm no tobacco acreage allotment has been established for 1939 indicates, in completing form NCR-303, his intention to grow tobacco in 1939, the farm reporter should provide him with a copy of form NCR-309b, Supplement 1, and request him to execute it and file it with the county agricultural conservation committee not later than the deadline date set for the execution of the "Farm Plan for Participation".

The county committee shall use the data on form NCR-309b, Supplement 1, as a basis for recommending a 1939 tobacco acreage allotment for new farms.. The acreage allotment recommended by the county committee should equal approximately 75 percent of the acreage allotment recommended for old farms comparable with respect to their capacity for and adaptation to the production of tobacco. If the entry in item 2(d) of form NCR-309b, Supplement 1, indicates that the farm is an old tobacco farm, a tobacco acreage allotment should be established in accordance with the procedure outlined in NCR-310b.

Section IV

Delete the headings in columns (12) and (16) of Form NCR-309b and insert the following headings in columns (11), (12), and (16):

Column 11.--Acreage Allotment Requested by Applicant.

Column 12.--1939 Farm Yield per Acre.

Column 16.--County Committee Recommended 1939 Acreage Allotment.

The following entries should be made in columns (1), (2), (3), (11), (12), (16) and (17).

Columns 1, 2, and 3.--The entries for these columns will be made in accordance with the instructions for columns (1), (2), and (3), in Section I of this procedure.

Columns 4 to 10, inclusive.--These columns will not be used at this time.

Column 11.--Enter the tobacco acreage allotment requested by the applicant from form NCR-309b, Supplement 1.

Column 12.--Enter the 1939 farm yield.

The farm yield per acre for new tobacco farms shall be the 1939 average yield for old tobacco farms in the community; or, if there are no old tobacco farms in the community, the 1939 county average yield for old farms; or, if there are no old tobacco farms in the county, the 1939 State average yield.

Columns 13, 14 and 15.--These columns will not be used at this time.

Column 16.--Enter the county committee recommended acreage allotment for the farm. The acreage allotment recommended shall be comparable with 75 percent of the acreage allotment for other similar farms on which tobacco was produced in one or more of the years in the period 1935 to 1938, inclusive.

Column 17.--This column is reserved for the use of the State committee.

Column 18.--This column will not be used at this time.

The listing sheets for new farms, NCR-309b, together with all "Applications for Tobacco Acreage Allotments for New Farms", NCR-309b, Supplement 1, should be forwarded to the State office for consideration and approval upon completion.

210-1094 2
MAY 20 1939

NCR-310b-Supplement 2.

Issued May 3, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

NCR-310b, Section IV, is amended as follows:

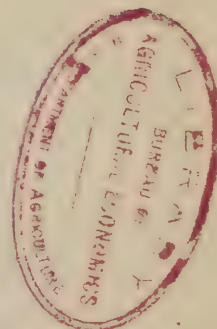
Column 15. Insert in the heading of column (15), "1939 Planted Acreage". Enter the 1939 planted tobacco acreage which is obtained from line 3 of column (h), Section IV, of NCR-317.

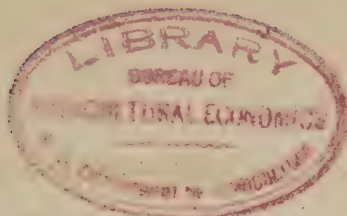
Column 19. Enter the 1939 final tobacco acreage allotment. This entry shall be the smaller of the respective entries in columns (15) and (17).

Immediately upon completion of the first performance check, the county committee should return the "1939 Planted Tobacco Farm" listing sheet NCR-309b, to the State Committee.

The 1939 final tobacco acreage allotment entered in column (19) will be the smaller of the entries in columns (15) and (17).

An ozalid copy of the listing sheets will be returned to the county committee for use in the county office.





Issued October 28, 1938.

NOV 5 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

PART IV

INSTRUCTIONS FOR DETERMINING 1939 COTTON
ACREAGE ALLOTMENTS AND NORMAL YIELDS

1939 Listing Sheet, Part IV

General Instructions

The general instructions issued in connection with NCR-310, Part I, are applicable to this Part IV. Columns (1) to (11) of NCR-309, Part I, will be executed prior to the execution of NCR-309, Part IV, to which these instructions relate.

These instructions as written are applicable to those counties which are not divided into administrative areas for the purpose of determining farm cotton acreage allotments and normal yields. In those counties which are divided into administrative areas for the purpose of determining farm cotton acreage allotments and normal yields, substitute the words "administrative area" in Sections I, II, and III, for the word "county" in all places in which such word appears.

Instructions contained in Sections I and II are applicable to farms which produced cotton during one or more of the years 1936, 1937, and 1938. Instructions contained in Section III are applicable to farms which will produce cotton in 1939, but which did not produce cotton in any of the years 1936, 1937, or 1938. Instructions as contained in Section IV are applicable to all farms with respect to which cotton acreage allotments are established in 1939.

Section I.

Instructions for Determining Cotton Acreage
Allotments, Columns (1) to (17), Inclusive.

Column 1.--Enter the farm number, which is obtained from NCR-309, column (1).

Column 2.-- Enter the name of the title-owner(s), which is obtained from NCR-309, column (2).

Column 3.--This column is for the convenience of the county committee and may be used when the information is available.

Column 4.--Enter the 1936 adjusted cotton acreage. For farms the identity of which on NCR-309c is the same as on the original NCR-209a, such entry shall be obtained from NCR-209a, column (19). For all other farms such entries shall be obtained from NCR-10 or NCR-211, whichever is applicable, by entering only that portion of the cotton acreage indicated on such form, which was planted on land comprising the farm listed on NCR-309c. (In Missouri such information may be obtained from Missouri-NCR-203a.)

Column 5.--Enter the 1937 adjusted cotton acreage. For farms the identity of which on NCR-309c is the same as on the original NCR-209a, such entry shall be obtained from NCR-209a, column (21). For all other farms such entries shall be obtained from NCR-114 or NCR-211, whichever is applicable, by entering only that portion of the cotton acreage indicated on such form, which was planted on land comprising the farm listed on NCR-309c.

Column 6.--Enter the 1938 planted cotton acreage. For farms participating in the 1938 program, the identity of which on NCR-309c, is the same as on the original NCR-209a, this entry shall be obtained from NCR-220, Section II, Item 4. For farms the identity of which on NCR-309c is the same as on the original NCR-209a and for which an NCR-220 is not executed at this time and for nonparticipating farms, this entry shall be obtained from NCR-217, Section II. For all other farms enter only that portion of the cotton acreage indicated on NCR-217 which was planted on land comprising the farm listed on NCR-209c.

Column 7.--Enter in this column the highest of the respective entries in columns (4), (5), and (6).

Column 8.--Transfer to this column the respective entry in column (7) for each farm for which an entry of less than five acres was made in column (7). Enter a dash for all other farms. Obtain the county total of column (8).

Column 9.--Enter in this column five acres for each farm for which a dash was entered in column (8). Enter a dash for all other farms. Obtain the county total of column (9).

Column 10.--Enter the acreage of cropland which is obtained from NCR-309, column (5).

Column 11.---Enter the adjusted cropland. This entry will equal the cropland acreage shown in column (10), minus any acreage not tilled annually or in regular rotation but including in addition, any land cropped for the first time in 1938. Land not planted prior to 1938 must have been planted in 1938 to be considered cropland.

Column 12.---Enter the acreage of cropland devoted to the production of wheat and tobacco. Such entry shall be obtained by multiplying the 1939 wheat acreage allotment by 1.28 and adding thereto the acreage devoted to the production of tobacco.

Column 13.---Enter in this column the acreage derived by subtracting the entry in column (12) from the respective entry in column (11). Encircle the entry in column (13) for each farm for which the respective entry in column (9) is a dash. Obtain the county total of all entries in column (13).

Column 14.---Enter the result obtained by multiplying each unencircled entry in column (13) by a first adjustment factor which is derived as follows:

1. Multiply the basic county cotton acreage allotment by 99.5 percent.
2. Obtain the county total of the unencircled entries in column (13).
3. Obtain the sum of the county totals for columns (8) and (9). Subtract the sum thus obtained from the result obtained under (1) above.
4. Multiply the remainder obtained in (3) above by .03. This result is the maximum acreage which may be used in adjusting allotments of less than 15 acres. Enter the result in the box at the head of column (20).
5. Subtract the county total of column (8) from the result obtained under (1) above. Enter the remainder in the box at the head of column (14) on the first sheet for the county. This remainder is the acreage to be apportioned in column (14).
6. Divide the acreage obtained under (5) above, by the county total of the unencircled entries in column (13) obtained under (2) above. The result of this division (rounded to four decimal places) is the factor to be used in deriving the entries for column (14), and shall be entered in the box at the head of column (14).

Obtain the county total of column (14). If the entries for column (14) have been correctly derived, the total of column (14) should equal the acreage entered above the heading of column (14) except for such slight difference as may result from the rounding of fractions.

Column 15.--Enter a preliminary adjusted acreage allotment determined as follows:

1. If the entry in column (14) is less than 5.0, enter 5.0 in column (15).
2. For all other farms for which there is an entry in column (14), enter the respective entry taken from column (14) or column (7), whichever is smaller.

Obtain the county total of column (15).

Column 16.--Determine the entry, if any, to be made in column (16), as follows:

1. If the county total of column (15) is not less than the entry in the box at the head of column (14) by an amount greater than the entry in the box at the head of column (20); or, if the county total of column (15) is not in excess of 100.5 percent of the entry in the box at the head of column (14), no entry will be made at this time.
2. If the county total of column (15) is less than the entry in the box at the head of column (14) by an amount greater than the entry in the box at the head of column (20), enter the result obtained by multiplying the respective unencircled entries in column (13) by a second adjustment factor derived as follows:
 - a. Subtract the county total of column (15) from the entry in the box at the head of column (14).
 - b. Encircle the entries in column (14) which equal or exceed the respective entries in column (7). Obtain the total of such encircled entries. Enter such total below the total of column (14) and encircle it.
 - c. Subtract from the entry in the box at the head of column (14) the encircled entry below the county total of column (14).
 - d. Add the amount obtained under (a) above, to the amount obtained under (c) above.

- e. Divide the amount obtained under (d), above, by the amount obtained under (c) above.
 - f. Multiply the factor obtained under (e) above, by the factor in the box **at** the head of column (14), and enter the result, rounded to four decimal places, in the box **at** the head of column (16).
3. If the county total of column (15) is in excess of 100.5 percent of the entry in the box at the head of column (14), enter the result obtained by multiplying the unencircled entries in column (13) by a second adjustment factor derived as follows:
- a. Subtract the entry in the head of column (14) from the county total of column (15).
 - b. Add to the amount obtained under (a) above, an amount equal to 50 percent of the acreage entered above the head of column (20).
 - c. Encircle the entries in column (14) which are less than 5. Obtain the total of such encircled entries. Enter such total below the total of column (14) and encircle it.
 - d. Subtract from the entry in the head of column (14), the encircled entry below the county total of column (14).
 - e. Subtract the amount obtained under (b) above, from the amount obtained under (d) above.
 - f. Divide the amount obtained under (e) above, by the amount obtained under (d) above.
 - g. Multiply the factor obtained under (f) above, by the factor in the box **at** the head of column (14), and enter the result, rounded to four decimal places in the box **at** the head of column (16),

Obtain the county total of column (16).

Column 17.--Enter a preliminary adjusted acreage allotment determined as follows:

1. If the entry in column (16) is less than 5.0, enter 5.0 in column (17).
2. For all other farms for which there is an entry in column (16), enter the respective entry taken from column (16) or column (7), whichever is smaller.

Column 18.---If the county total of column (17) is less than the entry in the box at the head of column (14) by an amount greater than the entry in the box at the head of column (20); or, if the county total of column (17) is in excess of 100.5 percent of the entry in the box at the head of column (14), derive a third adjustment factor by the procedure outlined for deriving the second adjustment factor which was entered in the box at the head of column (16).

Before making entries in column (18), derive a county cotton factor by dividing 99.5 percent of the basic county cotton acreage allotment by the county total of column (13). Round the factor thus obtained to four decimal places and enter such factor in the box at the head of column (18).

If the county cotton factor exceeds the final adjustment factor, the entry in column (13) shall be multiplied by the county cotton factor. The result of such multiplications shall be entered in column (18).

If the county cotton factor is not used in computing the entries for column (18), the entries in column (13) shall be multiplied by the third adjustment factor entered in the box at the head of column (18). The results of such multiplications shall be entered in column (18).

Column 19.---Enter a preliminary adjusted acreage allotment which is determined as follows:

1. If the entry in column (18) is less than 5.0, enter 5.0 in column (19).
2. For all other farms for which there is an entry in column (18), enter the respective entries taken from column (18) or column (7), whichever is smaller.

Column 20.---Before making entries in column (20), the county cotton factor shall have been determined and used in the manner set forth in the instructions for column (18).

Enter the county committee adjustments for farms for which allotments of less than 15 acres have been established. The acreage which may be used in making such adjustments will be determined as follows:

The difference between 100.5 percent of the entry in the box at the head of column (14) and the sum of the final preliminary adjusted acreage allotments in column (19), column (17) or column (15), as the case may be, but not in excess of the acreage entered in the box at the head of column (20) may be used by the county committee in making such adjustments.

The adjustments in column (20) shall not increase the allotment to any farm above 15 acres or the respective entry in column (7), whichever is smaller. In making such adjustments, consideration shall be given to land, labor, and equipment available for the production of cotton, crop rotation practices, and other physical facilities affecting the production of cotton.

Column 21.--Enter for all farms, an acreage allotment which is obtained as follows:

1. Enter the sum of the respective entry in column (20) and the final preliminary adjusted acreage allotment in column (19), column (17) or column (15), as the case may be.
2. Enter the final preliminary adjusted acreage allotment in column (19), column (17) or column (15), as the case may be, when no entry has been made in column (20).
3. For any farm for which a dash was entered in column (9), enter in column (21) the respective entry taken from column (8).

Obtain the county total of column (21). When such total is obtained, the State office shall be advised immediately of the adjustment factors used in columns (14), (16), and (18), the county cotton factor, and the total of column (21). The State office shall also be advised as to which factor was used in determining the final preliminary acreage allotments.

The amount obtained by subtracting the county total of column (21) from the basic county cotton acreage allotment shall be held as a county reserve.

Columns 22 and 23.--These columns will not be used at this time.

Column 24.--Enter for all farms for which entries have been made in column (9), 50 percent of the entry in column (5).

Column 25.--Enter for all farms for which entries have been made in column (9), 40 percent of the entry in column (11).

Column 26.--Enter for each farm the smaller of the respective entries in columns (24) and (25).

Column 27.--Enter for each farm the larger of the entries in columns (21), (23), and (26). Obtain the county total of column (27).

Column 28.--This column is reserved for the use of the State committee.

SECTION II

INSTRUCTIONS FOR DETERMINING NORMAL COTTON YIELDS, COLUMNS (29) to (41), INCLUSIVE

Columns 29 to 33, inclusive.---If reliable records of the actual average yield per acre of lint cotton are available for any of the years 1934 to 1938, inclusive, for a farm, columns (29) to (33) will be used for recording the applicable data. For years in which actual yield data are not available, enter a dash in the appropriate column. If the records for the five years are available, the county committee may adjust the yield for any year, due to abnormal weather conditions, by a percent not in excess of the percent by which the county average yield for such year is less than the county average yield for the years 1934 to 1938, inclusive. Any entry so adjusted will be stricken through and the adjusted yield will be entered immediately above.

Column 34.---If there is an actual yield entry in each of the columns (29) to (33), inclusive, the entry in column (34) will be the straight average of the respective entries in such columns. If there is a dash entered in one or more of such columns, a dash will be entered in column (34). For farms for which a yield entry is made in column (34), such entry will be transferred to column (40) and a dash entered in columns (37), (38), and (39) for such farms.

Column 35.---This column will not be used at this time.

Column 36.---Enter the 1938 cotton yield for the farm, obtained from NCR-209a, column (11). For farms listed on NCR-309c, which are not identical with the farms listed on NCR-209a, the entry in this column will be a dash.

Column 37.---Enter the community committee recommended normal cotton yield for the farm, for farms for which an entry was not made in column (34). This entry should agree with the entry in column (36), except when it is determined by the community committee that the 1938 normal yield is not applicable in 1939 or the 1939 farm identity is not the same as in 1938. If the community committee finds that there is no entry in column (36), or that such entry is inequitable, the community committee shall determine a normal yield for the farm on the basis of all available facts, including the yields customarily secured on the farm, weather conditions, type of soil, drainage, production practices, and general fertility of the land. Such normal yield shall be a yield which was or reasonably could have been expected on the farm for the period of 1934-1938, inclusive. Such yield shall be entered in column (37).

Column 38.---Enter the county committee recommended normal cotton yield for the farm. The county committee will carefully review the normal yields recommended by the community committee in column (37). If it is determined that the normal yield recommended

by the community committee for any farm was not properly determined in accordance with applicable instructions, the county committee will determine the normal yield which would be obtained if the instructions were properly carried out, and will enter such normal yield for the farm in column (38). In all other instances, the entry in column (38) will be the same as that in column (37).

Columns 39, 40, and 41.---These columns will be completed in the State office.

SECTION III

INSTRUCTIONS FOR DETERMINING COTTON ACREAGE ALLOTMENTS AND NORMAL YIELDS FOR NEW FARMS, COLUMNS (1) to (41), INCLUSIVE.

Additional forms NCR-309c will be used for the listing of new cotton farms. Such forms NCR-309c will be identified by entering "New Cotton Farms", under Part IV above the head of the columns.

Columns 1, 2, and 3.---The entries for these columns will be determined in accordance with the instructions for columns (1), (2), and (3) in Section I.

Columns 4, 5, and 6.---These columns will not be used at this time.

Column 7.---Correct the heading of column (7) to read "1939 estimated acreage". Enter the estimated acreage to be planted to cotton on the farm in 1939. The estimate of the total acreage to be planted to cotton on the farm shall be determined in the county office by the identification of the acreage in each field from the information available. If this information is not available in the county office, it will be necessary to secure such information by a visit to the farm.

Columns 8 and 9.---These columns will not be used at this time.

Columns 10, 11, and 12.---The entries for these columns will be determined in accordance with the instructions for columns (10), (11), and (12) in Section I.

Column 13.---Enter in this column the acreage derived by subtracting the entry in column (12) from the respective entry in column (11). Obtain the county total of column (13).

Column 14.---Enter the final adjustment factor in the box at the head of column (14), as determined in the instructions in Section I, for column (18), column (16), or column (14), as the case may be.

Enter the result in column (14) obtained by multiplying each entry in column (13) by the factor in the box at the head of column (14).

Columns 15 to 20, inclusive.---These columns will not be used at this time.

Column 21.---Enter in column (21) the respective entry taken from column (14) or column (7), whichever is smaller.

Columns 22 to 36, inclusive.---These columns will not be used at this time.

Column 37.---Enter the community committee recommended normal yield for the farm. Such normal yield shall be determined on the basis of the normal yield customarily obtained on farms similar in respect to type of soil, drainage, production practices, and general fertility of the land.

Column 38.---Enter the county committee recommended normal cotton yield for the farm. The county committee will carefully review the cotton yields recommended by the community committee in column (37). If it is determined that the cotton yield recommended by the community committee for any farm was not properly determined in accordance with instructions, the county committee will determine the cotton yield which would be obtained if the instructions were properly carried out and will enter such normal yield for the farm in column (38). In all other instances, the entry in column (38) will be the same as that in column (37). Such normal yield shall be a yield which reasonably could have been expected on the farm for the period 1934 to 1938, inclusive.

Columns 39, 40, and 41.---The entries for these columns will be made in the State office.

SECTION IV

INSTRUCTIONS FOR DETERMINING TOTAL SOIL-DEPLETING ACREAGE ALLOTMENTS ON COTTON FARMS - 1939 LISTING SHEET - PART I

Column 41.---Enter the State approved cotton acreage allotment which is obtained from NCR-309c, column (27).

Column 46.---Enter an amount determined by multiplying each entry in column (41) by .36. This entry represents the average cotton acreage adjustment required in excess of the average general soil-depleting acreage adjustment. Obtain the county total of column (46).

Column 47.---Enter in column (47) the sum of

- a. The amount derived by multiplying the recommended corn acreage allotment in column (30) by .125; and
- b. The amount derived by multiplying the wheat acreage allotment in column (39) by .15.

This entry represents the average corn and wheat adjustment required in excess of the average general soil-depleting acreage allotment. Obtain the county total of column (47).

Column 12.--Enter for counties having cotton acreage allotments the indicated total soil-depleting acreage allotment obtained as follows:

1. Derive a factor by dividing the sum of the total soil-depleting acreage allotment for the county, the county total of column (46), and the county total of column (47), by the county total of column (11) and enter the result in the box at the head of column (12).
2. Multiply each entry in column (11) by the factor in the box at the head of column (12) and enter the result in column (12).

Column 48.--Enter in column (48) an amount derived by subtracting the sum of the entries in columns (46) and (47) from the respective entry in column (12).

Column 13.--Enter the community committee recommended 1939 total soil-depleting acreage allotment. This entry will, in most instances, agree with the entry in column (48). However, the entry in column (13) may deviate from the entry in column (48) when it is determined by the community committee upon review of all factors which have been taken into consideration in deriving the entry in columns (12) and (48), that such change is merited. Reasons for such change must be recorded and placed in the 1939 file for the farm.

Columns 14 and 15.--Instructions as set forth in NCR-310, Section I, will also be applicable in counties having cotton acreage allotments.

Issued April 7, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

MAY 20 1939

NCR-310c, Section I is amended by correcting paragraph 2(c) of the instructions for determining the entry, if any, to be made in column (16) to read:

C. "Subtract from the total of column (14) the encircled entry below the county total of column (14)."



Issued May 3, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
 AGRICULTURAL ADJUSTMENT ADMINISTRATION
 WASHINGTON, D. C.

MAY 20 1939

N75F
310c

1939 AGRICULTURAL CONSERVATION PROGRAM
 NORTH CENTRAL REGION

NCR-310c, Section III, is amended as follows:

Column 20. Correct the heading of column (20) to read "1939 Final Cotton Allotment" after the word "planted" cotton acreage, which is obtained from line 4 of column (h), Section IV, of NCR-317.

Column 27. Enter the 1939 final cotton acreage allotment. This entry shall be the smaller of the corresponding entries in columns (20) and (21).

Column 39. If the entry in column (27) is smaller than the entry in column (20), it will be necessary to correct the respective entry in column (39) by striking through such entry and entering immediately above the stricken entry the result obtained by multiplying the entry in column (41) by the entry in column (27).

Immediately upon completion of the first performance sheet, the county committees should submit the county copies of "New Cotton Farm" listing sheets NCR-309c, to the State Committee.

The 1939 final cotton acreage allotment entered in column (27) will be the smaller of the entries in columns (20) and (21), and the entry in column (39) will be the result obtained by multiplying the 1939 yield in column (41) by the 1939 final cotton allotment in column (27).

An ozalid copy of the listing sheets will be returned to the county committee for use in the county office.



Issued November 14, 1938.

NOV 26 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

1939 Agricultural Conservation Program, North Central Region

PART VII - INSTRUCTIONS FOR DETERMINING 1939 COMMERCIAL VEGETABLE
ACREAGE ALLOTMENTS - 1939 LISTING SHEET, PART VI.

Commercial vegetable acreage allotments will be established in designated counties in the North Central Region for each farm on which the average acreage of land planted to commercial vegetables in 1936 and 1937 was 3 acres or more. The vegetable acreage data for such farms will be listed on NCR-309e. Since no listing sheet will be printed for this purpose, the listing sheet for potato allotments will be used and the symbol in the upper left-hand corner changed to NCR-309e, and the "Part II" changed to "Part VI". The general heading, "Potatoes", above columns (4) to (19), inclusive, will be changed to "Commercial Vegetables", and the entry in the box at the head of column (4) will be changed to "Cropland." The General Instructions in NCR-310 are also applicable in the listing of data on NCR-309e.

SECTION I. INSTRUCTIONS FOR DETERMINING COMMERCIAL VEGETABLE
ACREAGE ALLOTMENTS, COLUMNS (1) to (13), INCLUSIVE.

Column 1.--Enter the farm number for farms for which a 1939 commercial vegetable acreage allotment is to be established, which is obtained from NCR-309, column (1).

Column 2.--The name of the title owner(s) shown in NCR-309, column (2), may be entered.

Column 3.--This column is for the convenience of the county committee and may be used when such information is available.

Column 4.--Enter the number of acres of cropland, which is obtained from NCR-309, column (5).

Column 5.--Enter the acreage planted to commercial vegetables in 1938. This entry will be obtained from NCR-217, Section II., column C. If this information is not available, enter a dash in this column.

Column 6.--Enter the 1936-37 average acreage of commercial vegetables. This is obtained from NCR-220, Section IV, item 9, column B, for farms for which performance is determined in 1938.

For all other farms the committee will determine by investigation the average acreage devoted to production of commercial vegetables in 1936 and 1937.

Column 7.--This column will not be used at this time.

Column 8.--Enter the community committee's recommended commercial vegetable acreage allotment. This entry shall be the same as that in column 6; except that, in unusual instances, the community committee may make adjustments for abnormal weather conditions and take into consideration the tillable acreage on the farm, type of soil, and commercial vegetable production facilities.

Column 9.--Enter the county committee's recommended commercial vegetable acreage allotment. This entry, in most instances, will agree with the respective entry in column (8). The county committee will review the work of the community committee and satisfy itself that proper consideration was given by the community committee to the instructions for the determination of the entry in column (8). If the county committee determines that the entry in column (8) does not represent the farm's usual vegetable acreage, based upon these instructions, they shall enter in column (9) their recommended 1939 commercial vegetable acreage allotment for the farm.

Column 10.--Enter the county committee adjusted commercial vegetable acreage allotment for 1939. If the total of all entries in column (9) is equal to or less than the total of all entries in column (6), transfer all entries in column (9) to column (10). If the total of all entries in column (9) is greater than the total of all entries in column (6), the adjustment to meet the county allotment will be made in column (10) as follows:

- (1) Derive the factor by dividing the total of all entries in column (6) by the total of all entries in column (9) and enter the result in the box at the head of column (10).
- (2) Multiply each entry in column (9) by the adjustment factor entered in the box at the head of column (10) and enter the result in column (10).

Columns 11, 12, and 13.--These columns are reserved for use by the State committee.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

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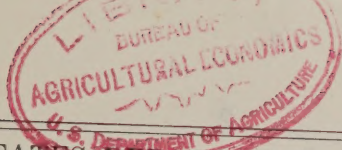
1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

PART VII - INSTRUCTIONS FOR DETERMINING 1939 COMMERCIAL
VEGETABLE ACREAGE ALLOTMENTS - 1939 LISTING
SHEET, PART VI.

REVISED GENERAL INSTRUCTIONS



Commercial vegetable acreage allotments will be established in designated counties in the North Central Region. The vegetable acreage data for all farms for which commercial vegetable acreage allotments are to be established in 1939 will be listed on NCR-309e. Since no listing sheet will be printed for this purpose, the listing sheet for potato allotments will be used and the symbol in the upper left-hand corner changed to NCR-309e, and the Part II changed to Part VI. The general heading "Potatoes" above columns (4) to (19), inclusive, will be changed to "Commercial Vegetables", and the entry in the box at the head of column (4) will be changed to "Cropland." The General Instructions in NCR-310 are also applicable in the listing of data on NCR-309e.



Issued November 1, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 Agricultural Conservation Program

North Central Region

PROCEDURE FOR DETERMINING RESTORATION LAND
GOALS IN THE WIND EROSION AREA

PART I—SECTION III.—RESTORATION LAND GOALS (COLUMNS 46
THROUGH 48, NCR-309, PART I)

In counties in the wind erosion area, clerical assistants will enter in the blocks above columns (46) to (48), inclusive, of NCR-309, (Part I), "Restoration Land Goals" and in the boxes at the headings of columns (46), (47), and (48), "1938 Restoration Land Goal"; "Community Committee Recommended Additional Restoration Land Goal"; and "County Committee Recommended Restoration Land Goal", respectively.

Column 46.—Enter the 1938 Restoration Land Goal for each farm for which a restoration land goal was established in 1938. These entries will be obtained from form NCR-209b, column (44).

Column 47.—Enter the community committee recommended additional restoration land goal which will be obtained as follows:

The community committee will review the entries in column (46) for each farm and compare such entries with forms NCR-203, NCR-217, and NCR-220, in order to determine if an **additional** restoration land acreage should be recommended for the farm. In recommending additional restoration land acreage in column (47), the community committee will examine forms NCR-203 and determine if the descriptive terms for fields in columns (4) to (7), inclusive, indicate that because of low classifications such fields or parts thereof should be restored to a permanent vegetative cover. The community committee will also examine data on forms NCR-217 and NCR-220 to determine the utilization of the fields in 1938 which the descriptive terms on NCR-203 indicate should be designated as restoration land.

If on the basis of the description of the fields on form NCR-203, the community committee determines that an additional acreage for a farm should be restored to a permanent vegetative cover or if their examination indicates that the field was idle in 1938 or if a soil-depleting crop was grown on the field in 1938 and it is known that the field or part thereof presents an erosion hazard in the community, the community committee should recommend that such acreage be designated as restoration land.

The community committee will recommend restoration land goals for farms for which restoration land was not designated under the 1938 program in accordance with the foregoing instructions. Restoration land goals thus recommended will also be listed in column (47).

The community committee may also recommend additional restoration land acreage if because of isolation or other circumstances relative to proper land utilization, the field should no longer be devoted to crop production.

